



Precision  
Software

# *Superscript<sup>TM</sup>*

The Word Processor  
for your  
**Atari**  
800 XL and 130 XE



### Proprietary Rights

This manual shall not be copied, reproduced or translated in part or in whole without the prior written permission of Precision Software Limited.

The magnetic media accompanying this manual contain proprietary information of Precision Software Limited, embodying confidential ideas and expressions, no part of which may be reproduced or transmitted in any form or by any means, without the prior written permission of Precision Software Limited.

### Limited Warranty

The contents of this manual are subject to change without notice and do not represent any commitment on the part of Precision Software Limited.

No warranty is made with respect to the software described herein. The sole obligation of Precision Software Limited shall be to make available modifications and updates in accordance with a policy of continuous improvement, and subject to its normal trading terms and conditions.

Precision Software shall have no liability or responsibility to purchaser or any other person or entity with respect to any liability, loss or damage caused or alleged to be caused directly or indirectly by this product, including but not limited to any interruption of service, loss of business or anticipatory profits or consequential damages resulting from the use or operation of this product.

The above is a limited warranty and the only warranty made by Precision Software Limited. Any and all warranties for merchantability and/or fitness for a particular purpose are expressly excluded.

### Acknowledgements

The trademark "Superscript" is so used by permission of its registered owner, Acorn Software Products, Inc., which markets word processing programs for the TRS-80 computers. All communications regarding this program should be made only to Precision Software and regarding other programs so marked only to Acorn.

Atari is a trademark of Atari Corporation Inc.

Epson is a trademark of Epson.

Diablo is a trademark of the Xerox Corp.

Qume is a trademark of Qume.

Juki is a trademark of Tokyo Juki Industrial Co. Ltd.

Spinwriter is a trademark of NEC.

Superscript was created by Simon Tranmer. The original Superscript manual was written by Dr. Bruce Hunt and edited by Valerie Challis. The manual was created with the Superscript word processing system.

First Edition July 1985.

Copyright © Precision Software Limited, 6 Park Terrace, Worcester Park, Surrey KT4 7JZ, England.

## Your Superscript Package

Your package comprises one manual and one disk. The label side of the disk contains Superscript. The reverse side of the disk contains Superscript's Master Dictionary (UK and US versions), from which you create your own working dictionary.

## Quick Start

Experienced users may wish to skip the beginners' instructions. (1) With computer off, insert Superscript disk in drive 1. (2) Switch computer on and wait. (3) At Start Up menu, insert any formatted disk if you have an Atari XMM801 Dot Matrix printer. For any other printer, or to make a new disk, check manual instructions for set up. (4) With working disk in place, press Return. When EDIT screen appears, start work. 'Select' accesses menus, 'Start' or 'Esc' exits menus.

## Software Piracy

Superscript disks are copy protected. Copying them is illegal. If we find out that you have copied our program, we will take you to court. Each violation of the Copyright Act can bring a fine of up to \$50,000. Keep software legal!

## INTRODUCTION

This manual presents the Superscript word processing system in different ways to suit individual learning preferences.

We recommend that everyone goes through the TUTORIALS. These take you through a range of Superscript activities:

- \* Loading documents from disk
- \* Using menus and commands
- \* Creating new documents
- \* Updating documents, including cut and paste editing
- \* Arithmetic
- \* Handling a mailing
- \* Obtaining screen and printed output

USING THE SYSTEM consists of three sections:

The MORE ABOUT SUPERScript section contains information of a more advanced nature on a number of topics, such as creating tables and longer documents, and the Superscript spelling checker.

The DEFAULTS section tells you how to define information on setting up document layout, your own personal commands, and your printer settings. This information becomes operative as Superscript loads.

The PRINTERS section contains information about deciding and selecting your printer type, modifying your printer definition, setting your printer interface, and troubleshooting with the printer.

The REFERENCE section is a kind of Superscript encyclopedia, containing full details of all the Superscript Menu Options.

At the back we've included some useful extra information, such as:

- \* Error Messages
- \* Glossary

You'll find a REGISTRATION and BACKUP DISK ORDER FORM enclosed with the package. Please fill it in, and mail it -- TODAY! You must be registered to qualify for technical support and/or backup disks. Among the benefits of registration are free technical support, advance notice of new products, a chance to be considered for our new product evaluation panel, and special limited offers.



## TUTORIAL CONTENTS

|   |         |
|---|---------|
| TUTORIAL INSTRUCTIONS                       | T-1     |
| You'll Need                                 | T-1     |
| How to Use the Tutorials                    |         |
| Using the Keys in Superscript               | T-2     |
| <br>TUTORIAL ONE                            | <br>T-3 |
| Introduction                                | T-3     |
| Getting Your Computer System Up and Running |         |
| Special Keys You'll Be Using                | T-4     |
| The Atari 800XL Keyboard                    |         |
| The Atari 130XE Keyboard                    |         |
| About Screens                               | T-5     |
| Loading Superscript                         |         |
| Creating Your Training Work Disk            | T-6     |
| Tutorial Document Names                     | T-8     |
| What Is a Word Processor?                   | T-9     |
| The Editing Screen                          |         |
| Loading a Document                          | T-10    |
| How Superscript Works                       | T-11    |
| Editing                                     |         |
| Viewing or Printing                         |         |
| Viewing a Document                          | T-12    |
| Printing a Document                         | T-13    |
| Clearing Your Work Area                     |         |
| Confirmation Sub-menu                       | T-14    |
| Typing in Your Letter                       |         |
| The Paragraph Marker                        |         |
| Exercise 1                                  |         |
| Correcting Mistakes                         | T-15    |
| Editing Your Letter                         |         |
| Moving the Cursor                           |         |
| Erasing Text                                |         |
| Repeating Commands                          | T-16    |
| Inserting Text                              |         |
| Reformatting Text                           | T-17    |
| Inserting More Text                         |         |
| Tidying Up Your Document                    |         |
| Switching Off Insert Mode                   | T-18    |
| Splitting a Paragraph                       |         |
| Further Editing                             |         |
| Reformatting Your Letter                    | T-19    |
| Naming Your Letter                          |         |
| Filing Your Letter on Disk                  |         |
| A Summary So Far                            |         |
| Loading Superscript, and the Status Lines   |         |
| Menus, Commands, and Help Messages          | T-20    |
| Loading, Editing, and Viewing a Document    |         |
| Clear Memory, Typing, Paragraph Markers,    |         |
| and Cursor Movement                         |         |

## TUTORIAL CONTENTS

|  |      |
|--|------|
| Erasing Words, Inserting Text, Splitting a Paragraph, and Control Commands | T-20 |
| Further Cursor Movement  |      |
| Name and File Your Document  |      |
| Printing Your Document   | T-21 |
| Finishing the Session  |      |

### TUTORIAL 2

|  |      |
|--|------|
| Introduction   | T-22 |
| Cut and Paste Editing                                  | T-22 |
| Load Your Document                                     |      |
| Mark the Block You Want to Move                        |      |
| Move the Cursor to the New Position                    | T-23 |
| Move Your Block to the New Position                    |      |
| Tidy Up Your Document                                  |      |
| Mark a Second Block                                    |      |
| Move the Cursor and Then the Block to the New Position | T-24 |
| How Your New Document Should Look                      |      |
| Reformat Your Document                                 |      |
| File Your New Document                                 |      |
| Arithmetic   |      |
| Selecting Menu Commands by Initial Letter              | T-25 |
| Clear Your Work Area                                   |      |
| Select 80 Column Text Width                            |      |
| Load a Table   |      |
| Set a Numeric Tab                                      | T-26 |
| Keying in Figures                                      |      |
| Set a Second Numeric Tab                               |      |
| Set Decimal Places to Zero with Comma Format           |      |
| Add Lines Across Your Table                            | T-27 |
| Add Columns Down Your Table                            |      |
| Tidying Up Your Table                                  |      |
| File Your Table on Disk                                |      |
| Print Your Table                                       | T-28 |
| Summary of Arithmetic                                  |      |
| Mail Merge   |      |
| The Merge Letter                                       |      |
| Name Your Merge List Lines                             | T-29 |
| Place Markers in Your Merge Letter                     | T-30 |
| First Variable Marker                                  |      |
| Conditional Marker                                     |      |
| Summary So Far   | T-31 |
| File Merge Letter on Disk                              |      |
| Clear Your Work Area                                   |      |
| The Merge List   |      |
| Load Merge List  |      |
| Look at Sample Names and Addresses                     |      |
| Adding Names and Addresses                             | T-32 |
| File Completed Merge List                              |      |
| Clear Your Work Area                                   | T-33 |

## TUTORIAL CONTENTS

|  |          |
|--|----------|
| Previewing Your Merged Letters               | T-33     |
| The First Merged Letter                      |          |
| The Second Merged Letter                     |          |
| Viewing the Remaining Merged Letters         | T-34     |
| Printing Your Merged Letters                 |          |
| Summary                                      |          |
| Cut and Paste                                |          |
| Arithmetic                                   | T-35     |
| Mail Merge                                   |          |
| So What Next?                                |          |
| <br>TUTORIAL EXERCISES                       | <br>T-36 |
| Introduction                                 | T-36     |
| Correcting a Spelling Mistake                |          |
| Inserting Spaces                             |          |
| Deleting Spaces or Characters                |          |
| Exercise 1                                   | T-37     |
| Exercise 2                                   | T-38     |
| Exercise 3                                   | T-39     |
| Exercise 4                                   | T-40     |
| Exercise 5                                   | T-41     |
| What to Look For if Your Mailing Looks Wrong |          |

## USING YOUR SYSTEM CONTENTS

### MORE ABOUT SUPERSCRIP

|   |      |
|---|------|
|   | M-1  |
| Introduction  | M-1  |
| Your Text Area(s)   |      |
| The Second Text Area  | M-2  |
| Common Conditions   |      |
| Independent Conditions  |      |
| Editing, Viewing and Printing -- Guidelines                       | M-3  |
| Wide Screen Editing   | M-4  |
| Question: Can You Load "Wide" Documents into<br>"Narrow" Screens? |      |
| Setting a Wide Screen   | M-5  |
| Loading the Example Document                                      |      |
| Moving Around in the Document                                     |      |
| The Paragraph Marker  | M-6  |
| Subtotals   |      |
| Quick Guide to Tables   | M-7  |
| Mini-Spreadsheet  |      |
| Command Summary   | M-8  |
| Creating a Longer Document  | M-9  |
| Layout Commands   |      |
| Basic Layout  |      |
| Blank Lines   | M-11 |
| New Pages   |      |
| Indentation   | M-12 |
| The Steps to Follow   |      |
| The Indentation Command   | M-13 |
| The Release Character   |      |
| Second Indentation Level  |      |
| Cancellation of Indentation                                       |      |
| Double Release Character  | M-14 |
| Double Cancellation of Indentation                                |      |
| Changing Indented Layout  |      |
| Headings and Footings   | M-15 |
| Enhancing Heading and Footing Text                                | M-16 |
| How Headings and Footings Affect Page Length                      |      |
| Use of the Caret  | M-17 |
| Page Numbering  |      |
| Linking Documents   |      |
| Conclusion  | M-18 |
| Search/Replace Commands   | M-19 |
| To Find a Word  |      |
| Repeating a Search  |      |
| Search and Replace Commands                                       | M-20 |
| Exchange Search   |      |
| Checking Your Spelling  | M-22 |
| Making a Dictionary Disk  |      |
| Master and User Dictionaries                                      |      |
| Spelling Checker Commands   | M-23 |
| 'Check' the Spelling in Your Document                             |      |
| 'Search' the Dictionary for a Word                                | M-24 |

## USING YOUR SYSTEM CONTENTS

|  |      |
|--|------|
| Building Your Own Commands and Glossary        | M-25 |
| How It Works                                   |      |
| Setting Up Temporary Command Strings           |      |
| Setting Up Permanent Command Strings           | M-26 |
| Rules  |      |
| Command String Examples                        | M-27 |
| Built In Commands                              | M-28 |
| Mini-Spreadsheet                               |      |
| Quick Guide to Mailing                         | M-29 |
| Using Selective Markers                        | M-30 |
| Long Merge Lists                               |      |
| Filling Markers from the Keyboard              | M-31 |
| Labels   |      |
| Creating Merge Lists from Your Database        |      |
| Using Color on the Screen                      | M-32 |
| The 'sc' Command                               |      |
| About the Colors                               |      |
| Selecting Screen Color from the Keyboard       | M-33 |
| Some Applications of the Two Text Areas        | M-34 |
| The Duplicate Command                          |      |
| Cut-and-Paste                                  |      |
| Combined Wide Screen and Narrow Screen Editing |      |
| Mailing  | M-35 |
| View Different Layouts of the Same Document    |      |
| Quick Load and Print                           |      |
| Merging Two Documents Using One Text Area      | M-36 |
| Method 1                                       |      |
| Method 2                                       |      |
| Backup   | M-37 |

## USING YOUR SYSTEM CONTENTS

|  |         |
|--|---------|
| THE "DEFAULTS" FILE                            | D-1     |
| The "Defaults" File                            | D-1     |
| Introduction                                   |         |
| Changing the Internal Settings While Working   | D-2     |
| Modifying the Defaults File                    |         |
| Document Layout Values                         |         |
| Screen Color Command                           | D-4     |
| The 'sc' Command                               |         |
| Colors Available                               |         |
| Defining Screen Colors                         | D-5     |
| Changing Screen Colors from the Keyboard       |         |
| Glossary and Command Strings                   | D-6     |
| Printer Set-Up                                 |         |
| <br>PRINTERS                                   | <br>P-1 |
| Printers                                       | P-1     |
| Introduction                                   |         |
| Deciding On Your Printer Type                  |         |
| Selecting Printer Type                         | P-2     |
| Modifying Your Printer Definition              | P-3     |
| The Printer Definition                         |         |
| Group 1: Lines 1-5: Interface                  |         |
| Group 2: Lines 6-14: Printer Characteristics   | P-4     |
| Group 3: Lines 15-28: Main Features            |         |
| Group 4: Lines 29-38: Secondary Features       |         |
| Group 5: Lines 39-47: Pitch                    | P-5     |
| Group 6: Lines 48-49: Character Set            |         |
| Group 7: Line 50: Printer Initialization       |         |
| Group 8: Lines 51-End: Variable Characters     |         |
| Editing Rules for the Printer Definition       | P-6     |
| Your Modification Doesn't Work!                |         |
| Sending Control Code Sequences to Your Printer | P-7     |
| Building In Printer Features                   |         |
| The 'Layout Enter Feature' Command             |         |
| The Printer Interface                          | P-8     |
| RS232 Interface                                | P-9     |
| Data Format                                    |         |
| Data Transfer Speed                            |         |
| Parity   | P-10    |
| Line Feed: ON Or OFF                           |         |
| Changing Superscript's Printer Set-Up          | P-11    |
| Troubleshooting with the Printer               | P-12    |
| Testing Your Printer                           | P-13    |

## REFERENCE SECTION CONTENTS

|                            |      |
|----------------------------|------|
| <b>INTRODUCTION</b>        | R-1  |
| Reference Guide            | R-1  |
| Getting Out of Commands    |      |
| <b>MAIN MENU OVERVIEW</b>  | R-2  |
| Main Menu Commands         | R-2  |
| <b>BASIC FACTS</b>         | R-6  |
| Loading Superscript        | R-6  |
| Direct Keyboard Commands   | R-8  |
| The Atari 800XL Keyboard   |      |
| The Atari 130XE Keyboard   |      |
| Shift Keys                 | R-9  |
| Cursor Keys                |      |
| The Edit Screen            | R-10 |
| How to Use Command Menus   |      |
| Bypassing Command Menus    |      |
| Help                       |      |
| Control Key Commands       | R-11 |
| Commands You Should Know   |      |
| Cursor Movement Commands   |      |
| Text Commands              | R-12 |
| Repeat Command             | R-13 |
| Editing Prompt Entries     | R-14 |
| 'Esc' Key Commands         |      |
| Changing the Screen Colors | R-15 |
| The Confirmation Sub-menu  | R-16 |
| The Go Command             | R-17 |
| Go Start                   |      |
| Go End                     |      |
| Go Top                     |      |
| Go Bottom                  | R-18 |
| Go Left                    |      |
| Go Right                   |      |
| Go Line Number             |      |
| Go Up                      |      |
| Go Down                    | R-19 |
| Go Change                  |      |
| Go Previous                |      |
| The Erase Command          | R-20 |
| Erase Character            |      |
| Erase Word                 |      |
| Erase Endofline            |      |
| Erase Line                 | R-21 |
| Erase Block                |      |
| Erase Sentence             |      |
| Erase Paragraph            |      |
| Erase Rest                 | R-22 |
| Erase All                  |      |

## REFERENCE SECTION CONTENTS

|  |          |
|--|----------|
| <b>The Area Command</b>                  | R-23     |
| Area Block                               |          |
| Repeat Block                             |          |
| Move Block                               | R-24     |
| Move Table                               |          |
| Change Case                              | R-25     |
| Format Paragraph                         |          |
| Goto Block                               | R-26     |
| Area Duplicate                           |          |
| Insert Line                              |          |
| <br><b>The Print Command</b>             | <br>R-27 |
| From#                                    | R-28     |
| Merge                                    |          |
| Link                                     |          |
| Copies                                   | R-29     |
| Wait                                     |          |
| Odd                                      |          |
| Even                                     |          |
| View                                     | R-30     |
| Resume                                   | R-31     |
| Print                                    | R-32     |
| Store                                    |          |
| Interface Sub-menu                       |          |
| Further Sub-menus (RS232 Interface Only) | R-33     |
| <br><b>The Document Command</b>          | <br>R-34 |
| Load Document                            | R-35     |
| Replace Document                         |          |
| File Document                            | R-36     |
| Insert Document                          |          |
| Name Document                            |          |
| File Block                               | R-37     |
| Append Document                          |          |
| Document Directory                       |          |
| Document Merge                           | R-39     |
| Variable Marker                          | R-40     |
| Fixed Marker                             |          |
| Conditional Marker                       | R-41     |
| Name Markers                             |          |
| Merge                                    | R-42     |
| Erase                                    |          |
| Goto Marker                              | R-43     |
| Reset Merge List                         |          |
| Document Spell                           | R-44     |
| Spell Check                              |          |
| Word Search                              | R-47     |
| Spell View                               |          |
| Spell Print                              |          |
| Spell Erase                              | R-48     |
| Spell Display                            |          |
| Spell Output                             | R-49     |



## REFERENCE SECTION CONTENTS

|                           |      |
|---------------------------|------|
| Document Utility          | R-50 |
| Select Drive              |      |
| Erase Document            |      |
| Copy Document             | R-51 |
| Rename Document           | R-52 |
| Lock Document             |      |
| Unlock Document           |      |
| Document Multicopy        | R-53 |
| Prepare Disk              |      |
| Disk Backup               |      |
| <b>The Set Command</b>    | R-56 |
| Insert Mode               |      |
| Layout                    | R-57 |
| Hyphen                    |      |
| Numeric Mode              | R-58 |
| Decimal Places            |      |
| Join                      | R-59 |
| Wordwrap Mode             |      |
| Text                      |      |
| Command                   | R-60 |
| Search                    |      |
| Find                      | R-62 |
| Continue                  |      |
| Exchange                  |      |
| Replace                   | R-63 |
| <b>The Tab Command</b>    | R-64 |
| Go Tab                    |      |
| Tab Back                  | R-65 |
| Set Tab                   |      |
| Release Tab               |      |
| Set Numeric               |      |
| Clear All Tabs            | R-66 |
| Restore Default           |      |
| Line Tab Sub-menu         | R-67 |
| Go To Line Tab            |      |
| Set Line Tab              |      |
| Release Line Tab          |      |
| Set Numeric Line Tab      |      |
| Clear Line Tab            | R-68 |
| <b>The Layout Command</b> | R-69 |
| Release Margin            | R-70 |
| Comment Text              | R-71 |
| Link Documents            |      |
| Pause Output              | R-72 |
| Layout Border Sub-menu    | R-73 |
| Border Heading            |      |
| Border Footing            | R-74 |
| Border Left               | R-75 |
| Border Right              |      |

## REFERENCE SECTION CONTENTS

|                         |      |
|-------------------------|------|
| Layout Enter Sub-menu   | R-76 |
| Skip Line               |      |
| Printer Feature         |      |
| Lines Per Inch          | R-77 |
| Characters/Inch         |      |
| Page Number             |      |
| Layout Margins Sub-menu | R-78 |
| Left Margin             |      |
| Right Margin            |      |
| Indent Margin           | R-79 |
| Top Margin              | R-80 |
| Bottom Margin           | R-81 |
| Set Page Length         |      |
| Offset Print            |      |
| Even Offset             | R-82 |
| Layout Set Sub-menu     | R-83 |
| Set Centering           |      |
| Set Justify             |      |
| Right Align             | R-84 |
| Set Heading Alt         |      |
| Set Footing Alt         |      |
| Set Spacing             |      |
| Set New Page            | R-85 |
| The Quit Command        | R-86 |
| The Calculator Command  | R-87 |
| Zero Calculator         | R-88 |
| View Result             |      |
| Add to Result           | R-89 |
| Subtract                |      |
| Multiply Result         |      |
| Divide Result           | R-90 |
| Percent of Result       |      |
| Display Result          | R-91 |
| Add Table               |      |
| Add Line                |      |
| Add Column              |      |
| The Feature Command     | R-93 |
| Underline               |      |
| Bold                    | R-94 |
| Shadow                  |      |
| Condense                | R-95 |
| Enhance                 |      |
| 1-Superscript           | R-96 |
| 2-Subscript             |      |
| Feature                 |      |
| The Help Command        | R-97 |

## REFERENCE SECTION CONTENTS

### APPENDICES

|                  |      |
|------------------|------|
| A Error Messages | A-1  |
| B Glossary       | A-5  |
| C Character Sets | A-11 |

### INDEX



YOU'LL NEED

- \* A Superscript system disk.
- \* A blank disk, which we'll show you how to prepare as a Training Work Disk.
- \* The Superscript tutorials.
- \* Your Atari manual and your printer manual.
- \* Paper and pen, in case you want to make notes.

HOW TO USE THE TUTORIALS

- \* The procedure is quite straightforward. You start with your computer turned OFF without a disk in the disk drive. You sit at the computer, read the tutorials and follow the instructions you're given.
- \* Set aside enough time for the training session so that you don't have to rush. Remember, you're in control of the training session, so take as much time as YOU need, there are no prizes for finishing in record time.
- \* Follow carefully the instructions you're given. If you miss anything or get confused, go back and re-read the bits you aren't sure about.
- \* When you want to break, just stop until you're ready to go on.
- \* Don't worry about making mistakes -- most people do at first.

## TUTORIAL INSTRUCTIONS

### USING THE KEYS IN SUPERScript

In Superscript, you use certain key combinations. Throughout this manual we use the following rules, illustrated by the examples on the left, to tell you what keys to press.

- |               |  |
|---------------|--|
| Select or Tab | Two or more keys separated by the word "or" means press one of the keys shown.   |
| Control-Q     | Two or more keys separated by "-" means that the keys shown should be pressed together. For example, hold down the CONTROL key and then press Q. |
| Select D L    | Two or more keys separated only by a space means press the keys one after the other. For example, first press Select, then D, then L.            |

### INTRODUCTION

Welcome to Superscript, the complete word processor for the Atari 800XL and 130XE computers from Precision Software. The tutorials cover only the beginners level of tuition, and get everyone going with the system as quickly as possible. We've left some of the more advanced features of the program for a more leisurely learning session.

By the time you've finished the beginners level, you'll know how to type letters and print them, how to store letters and other documents on floppy disk, how to do cut and paste editing, how to use Superscript for arithmetic and as a calculator, and how to do a mailing.

Later, you can learn how to enhance the presentation of your text, use the spelling checker, set headings and footings, and use a number of more sophisticated editing functions.

The best way to learn anything is to try it out for yourself, preferably with an expert to help you. That's the idea behind these tutorials. Basically, you'll be guided through Superscript while you drive the computer. Don't worry, you won't break anything and you won't cause a disaster if you press the wrong key.

We'll be telling you exactly what to do, so just follow the instructions and remember you are in control. Just work at your own pace and take as long as you need. You'll find prompts to do various things (press a key, or turn to a page in the manual). So, try things out for yourself as we go along.

We're going to concentrate on the things you'll need to use Superscript on a day to day basis. At the end of these tutorials, you'll be all set to explore Superscript for yourself.

### GETTING YOUR COMPUTER SYSTEM UP AND RUNNING

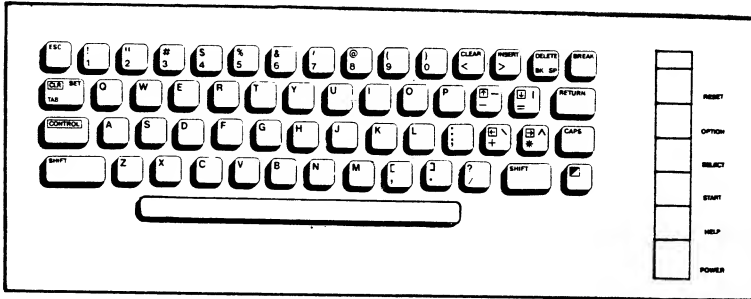
So, let's get started. The first thing to do is to check your computer system's ready. Superscript is a word processing program, so the printer's a very important part of your system. Most printers will work straight away with Superscript, but some may need a little attention. So have your printer manual handy in case you need to look something up. Stop now and check that all the components of your system are connected up and ready to switch on -- but not actually switched on just yet. Use the manual supplied with your computer if you're not sure about the connections.

## TUTORIAL INSTRUCTIONS

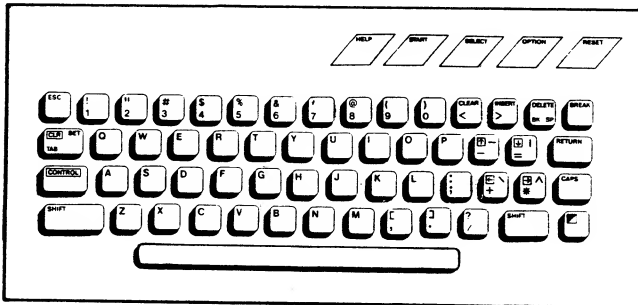
### SPECIAL KEYS YOU'LL BE USING

Before we start using Superscript, let's have a quick look at your keyboard.

The Atari 800XL keyboard:



The Atari 130XE keyboard:



Nothing you press can harm the computer. You will only lose what you have in memory by switching your computer off.

One key is very important. It is the 'Select' key. It's the Superscript **command key**. Whenever you press 'Select' Superscript prepares for a word processing command. Find this key now, as you'll be using it a lot later on.

Then have a look at some of the other keys you'll be using in the Tutorial: 'Start,' 'Option,' 'Tab,' 'Control,' 'Break,' and 'Return.' Also find the 'Shift' key, which you must hold down for 'Insert' -- to insert spaces, and 'Delete' -- to delete the character to the left of the cursor.



ABOUT SCREENS

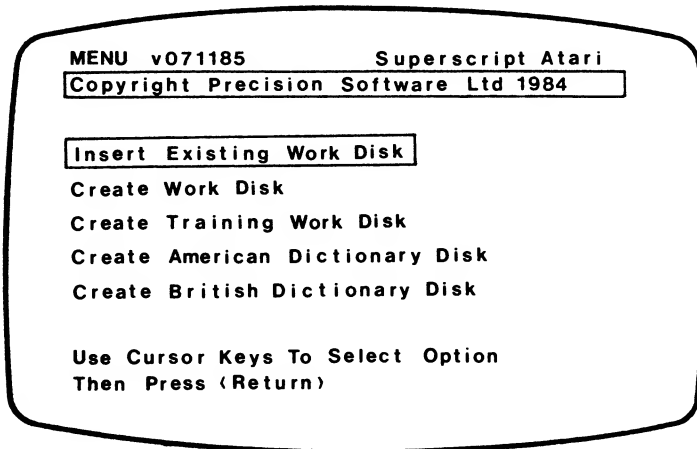
Superscript on the Atari was designed with a color monitor in mind. It's not essential to have one, but if you don't, then obviously you won't be able to use the color facilities provided.

LOADING SUPERSCRIPT

Follow these instructions for loading the Superscript program and creating a training work disk.

You'll need your Superscript PROGRAM disk and an unused BLANK disk. If you have any problems during these instructions, start again from the beginning.

1. First make sure your computer and printer are properly connected. Switch on all equipment except the computer.
2. Insert your Superscript program disk into disk drive 1 and close the drive door. If you're not sure how to do this, refer to your Atari User's Manual.
3. Switch on the computer.
4. The SUPERSCRIPT logo is displayed after a few seconds while Superscript is loading into the computer's memory.
5. When it's finished, your screen will look like this.



## TUTORIAL INSTRUCTIONS

We are now going to continue this section of the tutorial with 'Creating Your Training Work Disk.' If you want to know more about the other options on the menu look in the Reference section. If you're new to Superscript, we suggest you continue with the tutorial.

### CREATING YOUR TRAINING WORK DISK

1. Normally you'd already have an 'Existing Work Disk' ready to put into the disk drive, but assuming you're continuing with the Superscript lessons, you want to 'Create Training Work Disk.' Once created, your 'Training Work Disk' will contain a number of documents to work with during the Tutorials.
2. Select the 'Create Training Work Disk' option by pressing the 'Cursor Down' key twice. You'll see that the highlight has moved down to your selection, so now simply press 'Return.'
3. A prompt appears: 'Insert Program Disk: <Return>.' You've already got the program disk in the drive so just press 'Return.' Straight away Superscript shows 'Reading' on the top line while it loads up the necessary information from the program disk.

Superscript now has to copy a lot of information from the main program disk on to your disk. It does this by "reading" the information into the computer's memory, and then "writing" the information onto your disk.

When the memory is full, Superscript prompts 'Insert Destination Disk: <Return>.' The 'Destination Disk' is the disk that you're preparing, so remove the program disk and insert one of your own disks in the drive. Then press 'Return.'

You'll hear noises from the drive -- this is normal. Wait while Superscript prepares the disk and then "writes" the necessary information on it. The top line shows 'Writing' while this happens.

## TUTORIAL INSTRUCTIONS

4. When your 'Training Work Disk' has been created, Superscript is reloaded automatically, then you are prompted 'ENTER Printer Type.' Select your printer definition type from the list below.

| <u>Printer</u>                       | <u>Printer Type</u> |
|--------------------------------------|---------------------|
| Atari Matrix - 825                   | A825                |
| Atari Color Printer/ Plotter - 1020  | A1020               |
| Atari Matrix - 1025                  | A1025               |
| Atari Cylinder Letter Quality - 1027 | A1027               |
| Atari Matrix - 1029                  | A1029               |
| Atari Matrix - XMM801                | XMM801              |
| Atari Daisywheel - XDM121            | XDM121              |
| Epson                                | EPSON               |
| Diablo                               | DIABLO              |
| Qume                                 | DIABLO              |
| Juki                                 | DIABLO              |
| NEC Spinwriter                       | NEC                 |
| Ricoh 1600S                          | NEC                 |

If your printer falls within one of these categories, key in your 'Printer Type.' If your printer is not listed here, we suggest that you type in 'XMM801' so that you can continue with the tutorial. Where there are instructions to print, there are also alternative instructions for those unable to print, and you should follow these. You can work out how to find the correct definition of your printer with the help of the Printers section in your manual, when you have finished the tutorial.

Superscript puts the settings for your printer in the "defaults" file on the Training Disk.

When the process is finished, Superscript returns you to the Start Up menu.

5. Now you want to select the first option on the Start Up menu. You already have an "Existing Work Disk" in the disk drive -- the Training Disk is just a specially prepared ordinary work disk. So press 'Return,' confirm the printer type by pressing the space bar, and Superscript displays the edit screen.

## TUTORIAL INSTRUCTIONS

### TUTORIAL DOCUMENT NAMES

The document names we use in this Tutorial are listed below, together with the full description of each document.

| MANUAL     | DESCRIPTION    |
|------------|----------------|
| FIRST.LET  | first letter   |
| MY.LET     | my letter      |
| THIRD.LET  | third letter   |
| STATEMNT   | statement      |
| STATEMNT.2 | statement 2    |
| MERGE.LET  | merge letter   |
| MERGE1.LET | merge letter 1 |
| MERGE.LST  | merge list     |
| MERGE1.LST | merge list 1   |

WHAT IS A WORD PROCESSOR ?

You're ready to learn word processing. For anyone who doesn't know, word processing is rather like typing with a TV screen instead of paper. The bonus is you can change your letter and reports around very easily, and keep them neatly stored on a floppy disk. Of course, there are some things to learn to make life easier. So let's get going.

THE EDITING SCREEN

In front of you is a screen. This is your Editing screen, where you type in your documents. It's got some special lines at the top that Superscript uses to communicate with you. The top two lines are called Status Lines, because they tell you what's going on all the time.

On the left you'll see 'EDIT' to show that Superscript is ready to accept your typing. In other words, that's Superscript's 'Activity Indicator.' And when you move on to do something else, this prompt will change.

At the right of the first Status Line are the line and column counters, 'L' and C.' These show the position of the cursor, that's the small flashing square that's at the top left of the screen. It's like the tip of your pen, showing you where the next letter typed will appear.

You use the cursor arrow keys to move the cursor around the screen. There are some other indicators on the first Status Line, these are explained later on.

At the right of the second Status Line is a message 'SELECT for Menu.' This is a reminder of the key you use to enter commands. You'll be using this soon.

Below the Status Lines is the Tabs Line. The slashes on this line show the tab positions, which are usually set at 10 column intervals.

Below the Tabs Line there are 21 lines for typing on. When the cursor gets to the bottom of the screen the rest of your document appears as you move the cursor on down. You can move around the text of your letter very quickly and across the screen you have 40 columns to type on. This screen is just a window. You can work on much larger documents if you need to.

## TUTORIAL ONE

### LOADING A DOCUMENT

Let's see what a word processed letter looks like. We've included some examples on your disk. Getting a document from the disk is called 'Loading' a document, so we'll 'Load' our first example letter now.

Press 'Select' once. You'll see that the word 'EDIT' disappears, and two lines of words appear at the top of the screen. The Tabs Line is replaced with a 'Help Message' line, which gives a short explanation of the command that's highlighted in the lines above.

Those two top lines of words are your main menu of Superscript commands. You use them to review and select the various functions you need for word processing. We'll be spending a lot of time using this menu, but for now, we'll just use it once quickly, and you'll see how it works. If anything goes wrong, such as pressing the wrong key, for example, and you find yourself looking at an unfamiliar part of the program, you can usually get back to the regular 'Edit' mode. You do this by pressing 'Break' or by holding down the 'Control' key and pressing the letter 'Q' once. That's 'Break' or 'Control-Q' for "quit."

As you look at the main menu, the first command, 'Go,' is highlighted. Find the cursor arrow keys, and press the 'Cursor Right' key four times. Each time you press the key, the next command is highlighted. You're now on the command 'Document.' We want to use one of the 'Document' commands to load our document, so now we're on 'Document' you can press 'Return.' Do that now.

You'll see that Superscript has replaced the rows of commands you were looking at, the main menu, with some different commands. This is the menu for all of the 'Document' commands. If you like, it's a "sub-menu," one of a second level of menus that you can reach only from the main menu.

Again, the first command, in this case 'Load,' is highlighted when you select the menu. This time 'Load' is the command you want, so there's no need to move to another command. To select 'Load,' press 'Return' now. You'll see the prompt 'ENTER Document Name.' If you know your document name you can type it in and press 'Return' but in this exercise let's use Superscript's disk checking facilities. Press the space bar once, and wait while Superscript finds the Table of Contents, or 'Directory,' of your disk.

After a few seconds a list of names appears on your screen, with the top one highlighted. The names are the names of the documents on the disk. You can use the cursor arrow keys to move the highlight onto a different name. Do this now, press the 'Cursor Down' key until the name "FIRST.LET" is highlighted. Then press 'Return.' This signals Superscript to load the highlighted document, so wait a few seconds until the screen is filled with the text of the document you've just chosen.

## HOW SUPERSCRIPT WORKS

### Editing

Now you're looking at a typical Superscript letter. It doesn't look exactly like a printed page yet, and you can see some unfamiliar characters on the screen. Superscript does its work in two stages. The first stage of Superscript's work is Editing. You type in the text of your letter, or other document, on the screen you're looking at, that's the Editing screen. Your screen has 40 columns, which means that you can type 40 characters on any line, although you can make lines longer if you wish. While you type, you can include any commands you need to set margins, start new pages, print page numbers, and so on. Often, you don't need to include any of these commands. This is because Superscript always starts up with some settings for margins and so on, which you can't see right now but which Superscript remembers. So you only include instructions or commands when you want to change Superscript's own settings. We'll come back to this later.

### Viewing or Printing

The second stage of Superscript's work is printing. This is when Superscript uses its own settings, and any extra ones you've included, to lay out the printed page exactly as you want it. One nice thing about Superscript is that you can **preview** your printed page on the screen. (We call this Viewing.) This saves time and paper, and makes changing your layout a lot easier and quicker. So, when you're satisfied with the text you've typed, you select your preview or print commands from one of Superscript's menus.

When you view a document, it's margins will be those that you set up in your document, if you didn't set any up then Superscript will automatically show you the layout in 80 columns. So, the way you view a document has nothing to do with how you edit it; you can edit in 40 columns, and view in 80 columns if you haven't defined any other margins. Or, you can edit in 60 columns if you wish, and include commands that would let you view in 120 columns.

If the document you are viewing is wider than the screen, then moving around the document is very simple. But you'll learn more about that later.

We've just explained the way Superscript works. Remember, it does its work in two stages. First, you type in the text, including any special commands to vary the layout. Second, you print your documents, and Superscript acts on any layout commands it finds in the text, plus its own automatic settings, to produce a printed page. And, you can always view your work and layout settings at any time.

Now, let's return to your example letter.

## TUTORIAL ONE

This letter is the first in a series of letters and other documents that we're going to use to illustrate many standard word processing activities. Read through the letter on the screen, using the 'Cursor Down' key to bring the lower part of the text into sight.

### VIEWING A DOCUMENT

To learn Superscript properly, you have to print a document. So you need to make sure your printer's properly connected. To do that you'll instruct Superscript to print the letter you're looking at now, and check whether you get the right results. But first, let's use Superscript's print preview command, to check exactly how the letter will look when it's printed.

Press 'Select'. The main menu appears on the screen. Press the 'Cursor Right' key three times, until the command 'Print' is highlighted. Now press 'Return.' You'll see the 'Print' sub-menu appear. This has several commands on it, but the one you want is already highlighted, so you don't need to press the cursor keys.

Get ready to press 'Return,' but keep your eyes on the screen. Press 'Return' now. As you watch, Superscript strips away the unfamiliar characters and presents the letter with its left margin inset by a few columns. As there are no commands in the letter to let you view in 40 columns, you are viewing in 80 columns so the text runs off the right edge of the screen. To look at columns 41-80, use 'Tab' to move across 20 columns at a time, or you can use the 'Cursor Right' key. If you press 'Return' the display will go back to the left margin.

To keep you aware of what's happening, Superscript shows the word 'VIEWING' on the first Status Line, and changes the counters at the top right to tell you which page you're on (that's P), and which copy you're viewing (that's the 'X'). Notice there's no cursor, because you only need the cursor for editing.

Later on, you'll learn how easy it is to change the margins of Superscript documents. Right now, notice that there's a difference between what you're looking at -- the letter as it will be printed -- and what you were looking at a moment ago -- the letter as it was first typed in. Complete your viewing of this letter by pressing the 'Cursor Down' key until the last line of Mr DuDaire's letter, "Urban Explorers Association," is visible. Do this now.

Now return from the Viewing screen to the Editing screen. Press the 'Break' key and the Editing screen re-appears, with the cursor positioned at the end of the letter, since it marks your position when you left Viewing mode.



## PRINTING A DOCUMENT

Now you're going to have a shot at hard copy printing. Most people's printers will be set up correctly by Superscript when it creates a Training Work Disk. A few may not, but we've arranged this tutorial so that you can carry on successfully even without a printer. We'll explain more about this in a minute. Press 'Select' to show the main menu, then the cursor right arrow three times, so that the 'Print' command is highlighted. Press 'Return.' The 'Print' sub-menu appears. Move the cursor along to the word 'Print' again. Look at your printer. Does it have a sheet of paper with the top about 1 inch above the print-head? Is the paper aligned to column 1 on the printer platen scale? And is the light on that shows the printer is on-line or ready to go? If not, fix the paper and light now.

When you're ready to go, press 'Return.' Your printer should leap into action, delivering a copy of the letter you've been looking at.

OK, if your printing worked fine, you can carry right on. If your printer didn't work you can either carry straight on with the tutorial and just view your documents, waiting until later to fix the printer problem, or you can turn to the manual section called Troubleshooting with the Printer. We suggest that only people who know about printers stop now. If you're new to word processing, carry right on.

If your system has "hung," so that there's no cursor flashing and neither 'Control-Q' nor any of the other keys register, you can still carry on. Press the 'Reset' key. This should return you to the Edit screen. If it doesn't, switch off and reload Superscript as you did before.

Now you're going to learn how to type a letter with Superscript. First, you need to clear out the text area. Even if you've had to reload Superscript from scratch and don't have a document in memory, go through this command now to make remembering easier.

## CLEARING YOUR WORK AREA

Press 'Select' to show the main menu. Press the 'Cursor Right' key once to move the highlight along to the 'Erase' command. Press 'Return,' and you'll see the 'Erase' sub-menu appear. Most of these useful commands explain themselves, but get used to reading the Help explanations on the third line. By the way, these 'Erase' commands only work on the text in memory -- they can't affect a document stored on disk. Now move the cursor along, one command at a time. Although the commands are on two lines, this doesn't matter because the highlighting will move around automatically. Stop when you get to the word 'All.'

## TUTORIAL ONE

### CONFIRMATION SUB-MENU

Now press 'Return.' You'll see a further sub-menu appear. We call this the Confirmation sub-menu, and it's asking you to decide whether to go ahead with this command or not. Superscript presents the Confirmation sub-menu whenever there's a chance that you might destroy text by mistake, and whenever a command involves a 'Proceed or Abandon' choice.

The command 'Proceed' is highlighted. Press 'Return,' and Superscript erases all the text on the screen. Of course, you could get another copy of this letter from the original on disk at any time. Remember though, you can only get text back if you've already got a copy on the disk. You'll learn how to put your own documents on disk in a few minutes.

### TYPING IN YOUR LETTER

#### The Paragraph Marker

Now you're ready to start typing. Put in a couple of blank lines by pressing 'Return' twice. You'll see one of Superscript's special characters appear. This is the paragraph marker, and Superscript puts it in any time you press 'Return' when there's no text to the right of the cursor. Superscript uses the markers during printing, to tell it how to print out the text. The need for markers means there's a Superscript rule to remember: **never leave a completely empty line**, or you may confuse the layout. If you want blank lines in your text use 'Return' to insert a paragraph marker -- don't use the 'Cursor Down' key. Note that down now, to fix it in your mind: **never leave a completely empty line**.

#### Exercise 1

In a moment, we're going to ask you to turn to the exercises at the end of the tutorials and type in the letter shown in Exercise 1, just as it appears. Turn to Exercise 1, and look at the letter. You'll see that the writer has put in the paragraph marker wherever there's a blank line, and at the end of any line that's shorter than the full line length. It does not appear in the middle of paragraphs. This is exactly how you will learn to use the marker. Now type the letter, pressing 'Return' whenever you see a representation of the paragraph end marker. Don't press 'Return' as you approach the right hand edge of the screen -- Superscript takes care of that automatically, as you'll see if you watch carefully.

### Correcting Mistakes

Type carefully. If you make a mistake, here's how to correct it: use the cursor arrow keys -- hold down 'Control' and the appropriate 'Cursor' key, to move the cursor onto the first character that's wrong, then type over the mistake. If you need to insert a space use the 'Insert' key, which may be a 'Shift' key on your machine. The 'Delete' key removes the character to the left of the cursor. When you've finished correcting, carefully reposition the cursor at the end of the text, and continue typing. If you make any errors you can't correct easily leave them in. We'll be showing you how to make changes later. Off you go.

### EDITING YOUR LETTER

Right, your cursor should be at the end of your letter in column 1. You've written your letter, but as usual it's not quite perfect. You want to change one or two things around.

### Moving the Cursor

We'll start by moving the cursor around in your document. Press 'Select,' and then press 'Return' to select the 'Go' sub-menu. Here are a number of commands for moving the cursor. Review the meanings of the commands by highlighting each one in turn and reading the 'Help' messages. Do this now.

When you get to the command 'Right,' press the 'Cursor Right' key again and the highlighting moves to 'Number' on the second line of commands. Now keep going and when you get to 'Previous,' press the 'Cursor Right' key once more. Then the highlighting returns to the beginning of the first line. You see, the list is like a loop, and you can go round it as often as you like, in either direction.

When you've got 'Start' highlighted again, press 'Return.' Your screen changes instantly, and you can see from the line and column counters that your cursor has gone to the start of the text. So this illustrates the 'Go' commands, which all change the position of your cursor in the text. Let's try another. Press 'Select,' and 'Return' again for the 'Go' sub-menu. Highlight the 'Number' command, and press 'Return.' Superscript asks you for a line number. Type '13' and press 'Return.' The cursor appears on line 13.

### Erasing Text

Now we're going to start making changes to the text.

Let's change the word "amaze." To do this, you have to get the cursor onto it. You could just hold down the cursor right arrow, but there's a quicker way. Find the 'Option' key. Hold it down and press 'Cursor Right' four times.

## TUTORIAL ONE

You'll see the cursor skip right word by word. The 'Option-Cursor Left' combination skips left a word at a time. You can try that later.

Right, you're on the word "amaze." You're going to erase the phrase "amaze us," then insert a new phrase. Press 'Select,' and highlight the 'Erase' command. Press 'Return.' Move the highlight onto the command 'Word,' and press 'Return.' Look at the text. The word "amaze" has vanished, and the text has closed up automatically.

### Repeating Commands

Now you're going to learn, in passing, one of Superscript's most useful commands, the 'Repeat' command. This is done with one of the 'Control' key commands, 'Control-R.' Hold down the 'Control' key at the left of the keyboard, and tap the letter 'R.' You may have noticed a flash at the top of the screen. That was Superscript going through your last menu selections as fast as it could. And the 'Erase Word' command has removed the word the cursor was on, "us," and the exclamation point following it.

So, 'Control-R' repeats the last menu selection.

If you typed the letter in exactly, the word "the" is now split over two lines. This doesn't matter at all, as you'll soon see.

### Inserting Text

You need to insert some new words into the text. You can do this without having to retype existing text at all, by setting Superscript's 'Insert' mode. Press 'Select,' and highlight the 'Set' command. Press 'Return,' and you'll see the 'Set' sub-menu. These commands can change some of the basic conditions you're working within. Make sure the command 'Insert' is highlighted, and press 'Return.' You've now switched the 'Insert' mode on. You return to normal editing, and if you check the Status Line at the top of the screen you'll see that next to the 'W,' an 'I' has appeared. These letters are there to remind you which work conditions are operative. Right now, you've got 'W' for 'Wordwrap' on, that's what we call the way Superscript deals with the end of lines, and you've just set 'Insert' on, so you can insert words without overtyping on the text you want to keep.

You may also have noticed that the word "the" is no longer split across two lines. This is also to do with 'Insert,' it will tidy up the paragraph you're working on if any of the words are split. Now type in the words "turn me on," following them with a period and a single space, and you can see how the 'Insert' command works.

### Reformatting Text

While using the 'Insert' command we've pushed over the text and so split the words "Clarence" and "and," but you can fix this by holding down 'Control' and pressing 'X.' Do this now. It's another way of using 'Wordwrap' to tidy up any split lines in the document.

That's it, you've made your first change to a Superscript document.

### Inserting More Text

Next, you're going to add words to the end of a line. Use the cursor movement keys to get to the line that reads "4-6 suction cups & straps," one space to the right of the paragraph marker. Type in the following words, without worrying about the movement of the text on screen: (these are for Clarence's knees and elbows). Use the 'Delete' key here if you want to fix a typing error. Remember to place the cursor one position to the right of the character you want to delete.

Pause and look at the screen. You can see that as soon as you typed the first parenthesis, Superscript removed the paragraph marker. So, all the text from column 1 of that line to the paragraph marker at the end of the next line became one paragraph. Now, because Superscript was still in 'Insert' mode -- check the 'I' visible on the Status Line -- when you started typing, Superscript had to treat both lines as one paragraph, and move the second of the two lines out of position. So, you can learn from this that 'Insert' mode affects all the text between where you're inserting and the next paragraph marker.

### Tidying Up Your Document

Let's tidy up the text. First, press 'Return.' This puts in the necessary paragraph marker for line 20, and moves the cursor to line 21. Press the 'Cursor Right' key until you're under the "4" two lines above. Now you can pull the text back into position with a single command that erases all the spaces between the cursor and the next character over on the right. You can think of spaces as characters, just like letters. Let's do it. Press 'Select,' highlight 'Erase,' and press 'Return.' Now highlight the 'Word' command and press 'Return.' When you look at the screen you'll see that Superscript has completely tidied up the text.

Now make another change to the text, this time on your own. Find the phrase "eating lunch" in the next paragraph. Move the cursor down onto that, and replace the words "eating lunch" with the words "spending the night." You'll do this by: one, moving the cursor to the "e" of "eating lunch;" two, erasing the first unwanted word; three, using 'Control-R' to repeat the last command; and four, typing the new words. Remember, you're replacing "eating lunch" with "spending the night" -- don't forget the period and the following space. Do this now.

## TUTORIAL ONE

If you've done that successfully, you're probably gaining confidence. Let's make three more small changes to your letter, and then we'll move on to something different.

### Switching Off Insert Mode

First, switch off 'Insert' mode. You do this with exactly the same command you use to switch it on -- like pressing a button. So press 'Select,' highlight the 'Set' command, and press 'Return.' As 'Insert' is the first command it's automatically highlighted. So all you have to do is press 'Return' again. Look at the top Status Line, and you'll see the 'I' indicator has disappeared, telling you that 'Insert' mode is no longer operative. By the way, you can switch 'Insert' mode on and off with 'Control-V' as well, which is slightly quicker.

### Splitting a Paragraph

Next, we want to break up the paragraph we were editing, and start a new one at the phrase "Another question." Move the cursor to the "A" of "Another."

Now use one of the 'Control' key commands to force the text down onto a new line. This is 'Control-N.' Hold down the 'Control' key and press 'N' once. The line seems to disappear, but it's just moved down one, putting the word "Another" at the start of the next line. Now press 'Control-N' again to make a blank line.

### Further Editing

The last three changes are in the final paragraph. That's two paragraphs away from where you are now. Use a new combination to move the cursor quickly. Hold down the 'Option' key, then press cursor down four times. This command skips paragraphs downwards.

The combination 'Option-Cursor Up' makes the cursor skip paragraphs upwards. You can try that later.

Now use the 'Cursor Down' key to get on to the word "desperate."

When the cursor is on the "d," type "anxious" over the existing word. That leaves two unwanted characters at the end of "anxious." Use the 'Cursor Right' key to move to the space between "anxiouse" and "to." Then press the 'Delete' key twice. Do this now.

Last of all, correct the error in the word "nottify" on the next line. You can do this by yourself.

### Reformatting Your Letter

Now you're almost ready to store this letter away on disk, and of course to print it. First, tidy up any split words, just to make the letter more legible. This is another 'Control' key command, remember? Hold down the 'Control' key, and press 'X' once. Superscript moves the text around a bit to get rid of the split words, using 'Wordwrap' to move them down to the next line.

### Naming Your Letter

Next give your letter a name. Press 'Select' to show the main menu, highlight the 'Document' command, and press 'Return.' You'll see a list of commands that control most of the things you'll want to do with your documents and disk files. Highlight the 'Name' command, and press 'Return.' Superscript prompts you to 'ENTER Document Name.' Type in "MY.LET," and press 'Return.' You've now assigned the document you typed a name, which you'll see displayed on the left of the second Status Line. You're going to use this name in your last operation, which is to store your letter safely on your disk.

### Filing Your Letter on Disk

Press 'Select' once more, and again highlight 'Document,' and press 'Return.' Move the highlight onto the 'File' command, and press 'Return.' You'll see the name you gave, "MY.LET," offered as the name to save the letter under. If you wanted to, you could alter, add to, or completely retype this document name. But you just want to accept it as it is, so press 'Return.'

Superscript shows 'PROCESSING' on the first Status Line, and the disk drive whirrs with the drive light glowing red. When 'PROCESSING' changes to 'EDIT' the cursor starts flashing again. This signals that the filing command has worked all right.

### A SUMMARY SO FAR

Well, you've finished your first word processing lesson with Superscript. Let's check some of the things you covered. You can use the keyboard to repeat cursor commands, but don't make any changes to your document as you'll be printing it in a minute or two.

### Loading Superscript, and the Status Lines

You learned how to load Superscript, how to prepare a disk to keep your work on. You saw that with Superscript, you have a 21 line Editing screen, which automatically handles longer documents. You learned what the Status Lines at the top of the screen are for, showing you what main mode you're in, like 'EDIT' or 'VIEWING;' what conditions are operative, like 'Insert' mode or 'Wordwrap' mode; and

## TUTORIAL ONE

how the line and column counters show where the cursor is within the document.

### Menus, Commands, and Help Messages

You had lots of practice at using Superscript's menus of commands, using 'Select' to show the main menu, the 'Cursor Left' and 'Cursor Right' arrows to highlight commands, and 'Return' to execute them. You saw how the 'Help' explanations always keep you informed of what you're doing.

### Loading, Editing, and Viewing a Document

The first operation you did was to load a sample document, view it as it would be printed, and then actually print it. One thing emphasized was the way Superscript works in two steps -- one for typing in or editing, and one for viewing and printing the document laid out with the appearance you set for it.

### Clear Memory, Typing, Paragraph Markers, and Cursor Movement

Next you erased the example letter and typed in your own, using paragraph markers only where necessary. You learned several of the cursor movement commands, using both the menus and the 'Control' with letter key combinations.

### Erasing Words, Inserting Text, Splitting a Paragraph, and Control Commands

You learned about erasing words and inserting text to make changes. You deliberately rearranged a couple of lines, then straightened them up quickly and easily. You learned how to split a paragraph into two, overwrite text, and use the 'Insert' and 'Delete' keys. You used the special 'Control' key commands: 'Control-R' to repeat the last command, 'Control-N' to create a new paragraph and insert a paragraph marker, and 'Control-X' to tidy up or "reformat" your document.

### Further Cursor Movement

Then you used 'Option-Cursor Right' and 'Option-Cursor Left' to move the cursor forward and back a word, and 'Option-Cursor Down' and 'Option-Cursor Up' to move the cursor forward and back one paragraph.

### Name and File Your Document

Finally, you gave your document a name and filed it away safely on disk.



PRINTING YOUR DOCUMENT

Now let's print your letter to end the session. Make sure there's paper in the printer, and that the ready light is on. Press 'Select,' highlight the 'Print' command and press 'Return.' If your printer didn't work before, press 'Return' again to 'View' the document. If your printer did work, highlight the 'Print' command, and press 'Return.' You should see your letter appear at the printer. If there's a problem with the printer, check the **Troubleshooting with the Printer** section. If all goes well -- take a break.

FINISHING THE SESSION

Clear your screen first. If you didn't print, interrupt the Viewing screen with 'Control-Q.' You can also use the 'Break' key, but 'Control-Q' is often used to 'quit' an activity, so use this now. You can look the others up later. Then press 'Select,' and highlight the 'Erase' command. Press 'Return.' Move the cursor to the right until the command 'All' is highlighted, and press 'Return' again. You'll need to press 'Return' once more to confirm the 'Proceed' command, so do this now. Then remove your disk, and switch off the system.

## TUTORIAL TWO

### INTRODUCTION

Welcome to Tutorial Two. We're going to explain three of Superscript's most often used functions: cut and paste, arithmetic, and mail merge.

Before we begin, load up Superscript exactly as you did before, and then insert your training disk and select the 'Insert Existing Work Disk' option from the menu.

### CUT AND PASTE EDITING

The first thing we're going to do is cut and paste editing. "Cut and paste" describes the process of moving entire blocks of text from one part of the document to another. This is a very useful word processing ability, and gives the writer much more control over the order of presentation in a letter or other document.

#### Load Your Document

Let's load up an example letter we've placed on your disk. Then you'll learn how to define a block, and move it from one place to another. Press 'Select,' then press the 'Cursor Right' key until the command 'Document' is highlighted, and press 'Return.' You'll see the 'Document' sub-menu with 'Load' already highlighted. You don't need to move the cursor, just press 'Return.' The prompt 'ENTER Document Name,' appears. Key in "THIRD.LET" and press 'Return.'

This letter concludes the sad story of the Urban Explorers Association's attempt on the Empire State Building. The letter contains the facts, but they're not arranged as effectively as they could be. Your job is to move chunks of the text around to improve the order of the paragraphs. I'll talk you through it.

#### Mark the Block You Want to Move

You need to get to the first paragraph. Hold down the 'Cursor Down' key until you're on the "t" of the word "The," two lines after "Dear John." Go down three more lines. Use 'Option-Cursor Right' three times.

You should be on the word "I'm." Now you're in position you can define this sentence as a block of text. Press 'Select,' then move the cursor along until 'Area' is highlighted and press 'Return,' and you'll see the 'Area' sub-menu.

The option we want from this menu is 'Block' which is already highlighted, so just press 'Return.' You'll see the message 'Use Cursor To Mark Block.' Now you can use the 'Cursor Right' or 'Cursor Down' arrow to highlight a block of any size. You can't define a block upwards or leftwards from this starting position.

Mark the sentence by holding down the 'Cursor Right' arrow until the flashing cursor is on the space after the exclamation marker on the next line. The flashing cursor is not part of the block. Now, press 'Return.' The highlight vanishes. But Superscript knows and remembers the exact dimensions of the block you traced out -- we call this the "current block." You can move or repeat the current block, or use other 'Area' commands on it.

### Move the Cursor to the New Position

Next, you're going to move to the start of this paragraph. Hold down the 'Option' key and press the 'Cursor Up' key once. Then press the 'Cursor Down' key once. You're going to move the block you defined to this position, making it the first sentence of the letter. Everything else will be moved down to make room.

### Move Your Block to the New Position

Press 'Select,' highlight 'Area,' and press 'Return.' This time, you want to move the block, so you'll need to select 'Move' and press 'Return.' Keep your eyes on the screen and do this now. You can see that Superscript has not only moved the sentence, it's rearranged the original paragraph.

### Tidy Up Your Document

All you need to do now is make this first sentence a paragraph. Hold down the 'Control' key and press 'N' once. This forces the text after the cursor onto the next line. Then use 'Control-N' again to insert another blank line. Finally, use 'Control-X' to tidy up the text.

### Mark a Second Block

Now we'll continue with improvements to the letter. Your next job is to mark the next two paragraphs as a single block, and move them down below the third paragraph. Use 'Option-Cursor Right' twice to move to the word "The." As before, use the 'Area Block' command to start defining the block. That's 'Select,' highlight 'Area,' press 'Return,' and then select 'Block' and press 'Return.' Move the cursor down until you've defined your current block to include two whole paragraphs and the blank line after the second one.

The cursor should be on the word "Hand." If it's not, use the cursor to put this right and press 'Return.'

## TUTORIAL TWO

### Move the Cursor and Then the Block to the New Position

Now, to go down one paragraph, using 'Option-Cursor Down.' Use the 'Cursor Down' arrow to go down one more line. Move the block you just defined to this position, again using the 'Move' command on the 'Area' menu, so press 'Select,' highlight 'Area' and then 'Move.' Don't forget to press 'Return' after selecting each menu option.

### How Your New Document Should Look

Done? You should have the cursor in column 1, two lines below the word "up." The blocks have been moved around so the order of paragraphs is "I'm afraid...," "Hand, elbow, knee...," "The Urban Explorers...," and "Frankly...." Check this with the cursor keys. If this is what you have, that's good -- you've achieved some cut and paste document editing. The letter is more effectively arranged like this. If you made a mistake, you may want to go through this section again.

### Reformat Your Document

The last job is to remove any split words from the Editing screen. You've done this before, so hold down the 'Control' key and press 'X.' Superscript very quickly tidies up the text.

### File Your New Document

Now file this letter as a new document, so you have both this version and the original on disk. The command sequence is 'Select,' highlight 'Document' and press 'Return,' and then 'File' and press 'Return.' You can now see the original document name but you need to change this to create a new document so press 'Start' once, to clear the entry, then type "FOURTH.LET." Do this now, and press 'Return.'

Good, you've now used some of the other menu options, re-arranged a letter and filed it under a new name.

## ARITHMETIC

The next part of Superscript we'll look at is the arithmetic. Although Superscript does not work like a spreadsheet, it has powerful mathematical features. We'll use them to finish off a financial statement for the Urban Explorers Association, a document that already exists on your disk.

### Selecting Menu Commands by Initial Letter

But first let's learn a new way of using Superscript's menus.

So far, when you've wanted to use a menu command, you've first pressed 'Select,' then moved the cursor to highlight the desired command, then pressed 'Return.' The other way of using the menus is similar, but faster. You still have to press 'Select,' but instead of using the cursor keys, you just press the initial letter of the command you want, and Superscript executes it immediately -- you don't need to press 'Return.' The commands you choose will all be executed as fast as you can type, so this can be a very quick method of control when you have enough experience to remember the commands you need.

### Clear Your Work Area

Let's use this method now. You're going to erase all the text from your work area. Press 'Select,' then key in 'E,' 'A.' You still get the prompt to 'Proceed or Abandon' so press 'Return' to 'Proceed.' Doing things faster does mean that you have to be more careful, but Superscript still protects your work from mistakes.

### Select 80 Column Text Width

So far in these tutorials, you've looked at and edited ordinary documents using 40 columns.

The next thing we're going to do is work on a table, and as most useful tables will be more than 40 columns, you must widen the area that you work in. You must do this before you load the document, so first press 'Select.' Then highlight 'S' for 'Set' and 'T' for Text. You'll see the prompt 'ENTER New Textwidth.' Type the number "80" and press 'Return.' This means that your lines will each be 80 characters long which will make working on your table much easier.

### Load a Table

Now let's load up the document you're going to be working with. Press 'Select' then key in 'D,' 'L,' and tap the space bar. Superscript shows the list of documents on the disk. Use the 'Cursor Down' key to highlight "STATEMNT." and press 'Return.'

The cursor should be at line 1, column 1 of the document. Look at the document for a couple of minutes. It has two columns of figures and one of descriptive items although you can't see all of it. Use the cursor arrow keys to move around the table. Try that now. Especially the 'Cursor Right' and the 'Tab' keys to look at the part of the table to the right of what's currently on the screen. Pressing the 'Return' key will take you back to column 1 of the next line. You are going to add another column of figures on the right, and then do some automatic adding up of lines and columns.

## TUTORIAL TWO

### Set a Numeric Tab

First, you need to set a numeric tab for your new column of figures. Look at the Tabs Line. The tabs are different from before, because Superscript always remembers the tab positions for a document, and sets them when the document is loaded. The tabs you had before were "standard" tabs, for letters. Those were represented by the 'slash' character. The ones you're looking at now are 'Numeric Tabs,' shown by the number sign. Now let's set a tab. The first thing is to move the cursor to the new tab position. So, with the cursor in column 1, press 'Tab' twice, then hold down the 'Cursor Right' key until the column counter on the Status Line reads 55. Then, press 'Select,' 'T' for 'Tab,' and 'N' for 'Numeric.' You'll be back in the Editing screen with a number sign on the Tabs Line to show that a numeric tab has been set.

### Keying in Figures

Now you've set a numeric tab, move down to the first line of the table, the one beginning with "Personnel." Use the cursor controls to move down to the "p" of "Personnel."

When you're ready to start entering figures, press 'Tab' three times to tab over to the last column. If you look at the Status Line you'll see the 'N' for 'Numeric' indicator, showing that Superscript is ready to display numbers. Type in 4, 7, comma, zero, zero, zero, -- 47,000 -- and press 'Return.' That's entered the first amount. The rest of the figures are in Exercise 2, at the end of this tutorial. Enter the rest of these figures as you did just now, using 'Tab' to move quickly to the right-hand column. Remember to press 'Return' after entering each amount.

Your cursor should be in column 1 of the line starting "Police Department." Move it back up to "Personnel."

### Set a Second Numeric Tab

Now to set up a tab for your line totals column. Press 'Tab' three times, and then hold down the 'Cursor Right' key until the column counter reads 67. Set a numeric tab as you did before, with 'Select,' 'T,' 'N.' Do this now.

### Set Decimal Places to Zero with Comma Format

In a moment, you're going to add up each row in turn. Before you do that, we'll set the number of decimal places to zero, as we're dealing with whole numbers only. Press 'Select,' then 'S' for 'Set,' then 'D' for 'Decimals.' Key in a comma, then '0' (zero), and press 'Return.' The comma tells Superscript to insert commas into its arithmetic results.

### Add Lines Across Your Table

Now we can add a line. The command is 'Select,' then 'C' for 'Calc,' and 'L' for 'Line.' Do this now: 'Select,' 'C,' 'L.' The number "141,000" appears.

We want to continue down the statement adding up each line. Let's use the 'Repeat' command 'Control-R' to speed up this process.

Your cursor is flashing at the end of the number "141,000." Press 'Return' to put in a paragraph marker -- this is very important. Now press 'Tab' four times to move the cursor so that it is positioned under "141,000." Hold down 'Control' and press 'R.' You'll see that without your having to go through the menu, Superscript has repeated the 'Select,' 'C,' and 'L' commands.

Let's continue through your statement using 'Control-R' to obtain totals for the other lines. Did you remember to press 'Return' after each addition? If not, go back and put the missing paragraph markers in.

### Add Columns Down Your Table

OK, the cursor should be on line 16 in column 1, on the word "Police." Move the cursor down until it's on the "Q" of "Quarterly Totals." Now you can use the command that adds up all the columns in the table. Press 'Select,' then 'C' for 'Calc,' then 'T' for 'Table.' Is that fast enough for you? Superscript arithmetic could put your calculator out of a job. The cursor ends up on the right of the right-hand number. Press 'Return.'

### Tidying Up Your Table

Lastly, you should tidy up the table with some more dashes. You can do this by yourself. Move the cursor to the right end of each line of dashes, and add as many as you need, pressing 'Return' at the end of each line. Now complete the column headings. Move the cursor to the top of the right hand column, and key in the word "Totals." Again, press 'Return' at the end of the word.

### File Your Table on Disk

Now, file the table before printing it. Give the table a new name, such as "STATEMNT.2," and file it. Remember that's 'Select,' 'D,' 'F,' then add the number "2" to the existing filename to get "STATEMNT.2," and press 'Return.'

## TUTORIAL TWO

### Print Your Table

Finally, print your table. Make sure the printer is set up with paper and ready to go.

Press 'Select,' followed by 'P.' If you're using a printer use 'P' to print. Otherwise select 'V' to view the document, using 'Tab' and the cursor keys to move Superscript's screen window around.

### Summary of Arithmetic

If you've printed out your table, that's very good. You've used Superscript's arithmetic facilities to set up numeric tabs, enter figures, and add up lines and columns -- and you have the proof in front of you.

The next operation you're going to do is a mail merge, but first let's erase your statement. Use 'Control-Q' to interrupt the Viewing screen and then press 'Select,' 'E' then 'A,' and press 'Return' to 'Proceed.' Finally, we'll set the text width back to 40. Press 'Select,' 'S,' 'T,' and when the 'ENTER New Textwidth' prompt appears, just type '40' and press 'Return.' Now you're ready to carry on.

### MAIL MERGE

The mail merge is in three stages. First, you write the letter that's to go to a number of different people. We'll call it the "merge letter." Second, you set up a document that contains just a list of the people's names and addresses. We'll call this the "merge list." And third, you bring the two together to produce one personalized copy of the letter for each person.

### THE MERGE LETTER

The first thing to do is to get the merge letter. To make life a little easier, we've included the basic "merge letter" on your work disk, so all you have to do is load it in. Use the 'Document Load' commands you're already familiar with, and load up the document called "MERGE.LET."

You'll see that there's a gap at the top of this letter, where the name and address usually goes, and nothing after the salutation "Dear" that begins the letter.

We will be making a "merge list" with names and addresses later, but first we have two other jobs to complete.



### Name Your Merge List Lines

First you have to add a checklist of the information that we'll be picking up from our name and address list to the letter on the screen. This list must be at the very beginning of the document, so make sure your cursor is on line 1 and in column 1. Press 'Select,' then 'D,' followed by 'M' for the 'Merge' sub-menu.

The command you want is 'Name' so press 'N.' Superscript prompts you to 'ENTER Line Names.' Each name that you key in here refers to one line of information that will be picked up from the name and address list later. Don't type the word "comma" but use the punctuation key.

```
first      comma
last       comma
title      comma
co.
```

You won't be able to fit any more names on this line, so press 'Return' to end the line. Then hold down 'Control,' and press 'R' to obtain the 'Name' command again. To continue with the list.

```
add1       comma
add2       comma
city       comma
state
```

Remember, no comma after "state," just press 'Return' and use 'Control-R' to start a new line. Here are the last names:

```
zip        comma
div
```

Don't put a comma after "div" -- "div" is short for "divider," and is there only to define the blank line that separates one name and address from the next.

Now press 'Return,' and Superscript places that list of names on the three lines at the top of your letter. Look at the beginning of each line. You'll see a highlighted asterisk. This is called the 'Layout' character. It's used so that Superscript knows that whatever follows is not ordinary text but something to do with the layout of the document -- or, as in this case, a special feature. The "special feature" is just the list of names. Superscript doesn't ever print that. It uses the list when you print your merged letters, first to make sure it gets the name and address from the merge list correctly, and second to make sure that the name and address appears correctly in the letter.

So, the list we have just created is a kind of link between the merge letter and the merge list.

## TUTORIAL TWO

### Place Markers in Your Merge Letter

Your next task is to mark out in the letter the positions for each item of the name and address, so the information from the merge list appears where you want it to. Let's do this now. Press 'Return' twice to position the cursor.

### First Variable Marker

Now you need the 'Merge' sub-menu again, so press 'Select,' 'D' then 'M.' This time the command you want, 'Variable,' is already highlighted, so all you have to do is press 'Return.' Do this now. We'll explain 'Variable' in a minute.

Superscript prompts you to 'ENTER Marker Name.' Key in "first" and press 'Return.' As you can see, the word "first" appears in your merge letter enclosed in parentheses and angled brackets. You've just set a 'Variable' marker. It's "variable" because the actual content and length of that marker vary from letter to letter during the merge print run. We're going to repeat the process for the other entries from our list.

Move the cursor one position to the right, press 'Select,' 'D,' 'M.' As 'Variable' is already highlighted, just press 'Return' to select it. Key in "last" and then press 'Return.' Press 'Return' again so your cursor is positioned at the beginning of the next line.

### Conditional Marker

The next two lines are slightly different. Some of your contacts may not have a title or a company. You don't want this to show up as a blank line on your letter, so you create a 'Conditional' marker instead of a normal 'Variable' marker. This means that the line will be printed only if there's something to print. If there is nothing to print, Superscript will close up the address automatically. So let's set up a "conditional" line. Do it just as before. Press 'Select,' highlight 'D' and then 'M,' but this time press 'C' for 'Conditional.' Type in "title" and press 'Return' once to end the command, and once more to move down a line. You can see that Superscript has inserted a special layout command, '\*em,' to signify that this line is not to be printed if empty. Now place the remaining names by yourself. Look at Exercise 3 at the end of the tutorials, where you'll find a list of the markers showing which are conditional and which are variable.

Remember 'Control-R' will repeat the last command used, so to save time see if you can use 'Control-R' effectively and reduce your keystrokes. If one of your markers goes wrong, position at column 1 and use the 'Endofline' command on the 'Erase' sub-menu to clear the line.

Notice that "div" is not included in the letter even though you had to have it in the \*nm line. For each "div" you define, you get one

blank line between successive sets of names and addresses in your merge list. This makes it easier to check or edit. If you look at Exercise 4 at the end of the tutorials, you'll find a picture of the merge letter. Did you press 'Return' after each line?

### Summary So Far

OK, you've set up your letter for merging. You've typed in the text, you've made your list of marker names and set the positions of the name and address markers in your letter. Now all you have to do is store the letter on disk, and we can move to the next stage.

### File Merge Letter on Disk

Press 'Select,' then 'D,' and then 'F' for 'File.' Then, press 'Cursor Left' four times and type "1.LET" to change the name to "MERGE1.LET." And press 'Return.'

### Clear Your Work Area

Now clear out your old document with 'Select,' 'E,' 'A,' and 'Return' to confirm.

### THE MERGE LIST

You'll remember we said the merging operation was in three parts: creating a special merge letter, setting up a name and address list or merge list, and merging these two documents together. Well, you've completed the first part, creating a special merge letter. Now let's look at the name and address list part of the operation.

### Load Merge List

We've set up a name and address list for you on the disk, so let's load it up. A name and address list is a normal Superscript document in every way, except that it's only used for merging with letters, and has each piece of information on a separate line. Press 'Select,' 'D,' 'L' and then the space bar once to bring up the contents of the disk. Move the highlight onto the document name "MERGE.LST" and press 'Return.' Superscript loads the name and address list.

### Look at Sample Names and Addresses

Look at the first name and address, that of John Ferguson. You can see that each item is on a separate line, ending with a paragraph marker. There are no blank lines until you get to the last line before the next name and address, for Miranda Spinetti. This blank

## TUTORIAL TWO

line is included to make this name and address list easier to read. That's what "div" was for, remember? You don't have to put in a blank line here unless you want to.

But sometimes you must have a blank line. Look at Miranda Spinetti's name and address. You'll see there's a blank line in between "1266 Ridge Road" and "Newville," so there's no "add2." That's why you have conditional markers in the letter, to deal with empty lines in the name and address. Now look at the similar blank lines in Carlos Suiza's name and address.

The number of lines in each name and address must always be the same. This is so Superscript can keep track of which item in the name and address corresponds to which 'Variable' or 'Conditional' marker in the merge letter. So that's why you must have blanks whenever a line of the address is missing.

### Adding Names and Addresses

Now add some names and addresses of your own. Move the cursor down until you can see the first unfilled name and address, then move back up to the word "First". This is on line 31. Now type in the following, ending each line with 'Return,' or 'Control-T' if you need to remove some unwanted characters:

Jim  
Smith  
Associate Editor  
Newstime Magazine  
Newstime Building  
1233 Broadway  
New York  
NY  
10024

Press 'Return' once for the blank line, and the cursor should be on "First" in line 41. Can you see how having a fixed format for a name and address that you can type over guarantees that you'll always have the same number of lines in a name and address?

There are two more names and addresses to be entered. You'll find these in Exercise 5 at the end of the tutorials. When you finish you should be on the blank line following the last zip code.

### File Completed Merge List

Now you can store this name and address list on the disk. See if you can do this on your own. You'll need the 'Document' sub-menu, and the 'File' command on it. Change the name to "MERGE1.LST." Do this now.

### Clear Your Work Area

Then, use 'Select,' 'E,' 'A' and 'Return' to erase your document before going on.

### PREVIEWING YOUR MERGED LETTERS

So, you've created a special merge letter, and you've set up a name and address list. Now you can put the two together. You must have the merge letter in memory. So use the 'Select,' 'Document,' 'Load,' command to load up the document "MERGE1.LET" -- that's the one you created. You're going to merge the letter with your list of names and addresses. You do this from the 'Print' sub-menu, so press 'Select,' 'P,' 'M.' If you look at the screen now you'll see the command 'Merge' has changed from lower to upper case. This tells Superscript that the operation is going to involve a merge letter, which you already have in memory, and a merge list, which you have on disk.

### The First Merged Letter

Your print run will not actually begin until you select one of the first four commands, 'View,' 'Resume,' 'Print,' or 'Store.' You're going to preview before you print, so make sure that 'View' is highlighted and press 'Return' now. Superscript asks for the name of your merge list -- your list of names and addresses. This time, instead of typing the document name, press the space bar -- a list of the documents on the disk appears. Just move the highlight onto the name "MERGE1.LST" and press 'Return.' It's useful to know that you can use this method of selecting a document here.

Superscript finds the merge list on the disk, reads the lines of the first name and address, and matches the items with the 'Variable' and 'Conditional' markers in the merge letter. Then it displays the merged letter on screen for you to check.

Remember, you're viewing in 80 columns. Use the 'Cursor Down' and 'Cursor Right' keys to view the part of the letter you can't see. Or you can use 'Tab' to tab across and look at the text to the right of what you currently see on the screen. Press 'Return' to go back to the left margin. Keep going down until a highlighted line of dashes appears -- you've reached the end of the page.

### The Second Merged Letter

Press 'C' to instruct Superscript to continue and 'View' the next letter. Superscript goes and gets the next name and address, and repeats the display. This time use the 'Cursor Down' and 'Tab' keys to check the letter, then tap the space bar to move the letter quickly off the screen.

## TUTORIAL TWO

### Viewing the Remaining Merged Letters

I want you to repeat this process four times, using the 'C,' the 'Cursor Down' key or the space bar. Look carefully as the display happens to see that all the names and addresses are in the right position. When you press 'C' the 5th time, you're automatically returned to the Editing Screen. You'll also see a message 'End of Merge List.'

You should have seen six perfectly merged copies of your letter. If something was out of position, one or two things may be wrong: you may have missed out a paragraph marker. This is the most likely. Or, you may have a comma at the end of one of your '\*nm' lines. Or, you may have an irregular number of lines in one or more of your names and addresses. Or, you may have made a mistake in your letter by typing a marker name wrongly so it doesn't match the names at the start of the letter. If you had any errors in your merge, put them right, and preview again until it's working properly.

### Printing Your Merged Letters

If the preview worked all right, you can print your letters. Make sure the printer is all set with paper in it. If you have to load single sheets into your printer manually, or you have a cut sheet feeder, then go through the selection of your merge just as before, except that this time, don't choose 'View,' choose 'Wait' and 'Print' instead. The printer will stop after each letter, giving you the chance to load another sheet or adjust your paper.

If your printer is set up for continuous printing, just select 'Select Print Merge Print.'

Well done. You've completed the mail merge operation. When you try this for yourself later on, refer to the Quick Guide to Mailing in the More About Superscript section of the manual, which gives a step by step guide to this topic.

### SUMMARY

Finished? Well, that really is the last operation, so you can prepare to close your system down unless you have more work to do.

Let's just review the commands you've learned in this tutorial.

### Cut and Paste

You started off with the cut and paste editing. You learned how to mark blocks of text, and move them to new points in your document. So, you know how to do editing in several ways now: by moving the cursor, by inserting, erasing, and overtyping, and cut and paste editing.

Arithmetic

Next, we looked at Superscript's arithmetic feature. You loaded up a table of figures, and used numeric tabs to help you enter numbers neatly. Then you added up each line of the table, and finally you used a single command to add up all four columns.

Mail Merge

You were introduced to mail merge, setting up the two components of the operation: a 'merge letter' and a 'merge list' of names and addresses. You learned about the 'nm' (name) command, and about variable and conditional markers for holding information from the merge list. After setting up the merge letter and list you did a print run of all six letters.

SO WHAT NEXT ?

So, well done, you've completed your Superscript tutorial. You should now be able to write and print letters and straightforward documents, use the arithmetic facilities, and do a mailing. This allows you to be productive straight away. When you are ready, you can look at the **More About Superscript** section of the manual, which explains some more advanced word processing activities.

A couple of things we definitely recommend. First learn your keyboard and how Superscript uses the special keys on it. See the Reference section. Then look at the manual sections on The "Defaults" File and Printers. These contain useful information for anyone who wants to learn how to set up Superscript to match their own special needs and printer systems.

So, it's time to close the system down. Remove your disk, and switch off.

## TUTORIAL EXERCISES

### INTRODUCTION

These exercises are written to help you. We advise that you use them as we'll be referring to them throughout the tutorials.

Exercise 1 in particular will help you learn about correcting mistakes. Here are some tips for correcting errors as you go. Don't worry if there are any left at the end of typing the letter, the tutorial will be telling you how to correct them.

### Correcting a Spelling Mistake

Use the cursor arrow keys to move the cursor onto the first character that's wrong, then type over the mistake.

### Inserting Spaces

To insert spaces use the 'Insert' key. Remember this is a 'Shift' key.

### Deleting Spaces or Characters

To remove the character to the left of the cursor, press 'Delete.' Remember this is also a 'Shift' key. Notice the difference between 'Delete,' where text to the right closes up and 'Back Space,' which leaves a space instead of the deleted character.



EXERCISE 1

▶  
▶  
John Dupy▶  
President▶  
Super Sucker Company▶  
123 Main Street▶  
New York, NY 12345▶  
▶  
November 10, 1984▶  
▶  
Dear John,▶  
▶  
Your suction cups really amaze us! As I  
said on the phone, our star climber  
Clarence Rant and I have talked it over  
and we'd like to order the following:▶  
▶  
2-4" suction cups & glove attachment▶  
4-6" suction cups & straps▶  
2-4" suction cups & shoe-straps▶  
1-8" suction cup & helmet attachment▶  
▶  
As you can imagine, the winds will be  
fairly brisk around the 40th floor of  
the Empire State Building, where  
Clarence will be eating lunch. Do you  
think the 8" helmet cup will be  
sufficient? He doesn't want to get  
blown off the wall. Another question  
John, Clarence has back problems, and  
he'd like to exercise a few times on  
the way up. Do you make a 20" suction  
cup so he can turn around, hang from  
his rear end, and do a few toe touches?  
Or is this impractical?▶  
▶  
Please rush us the cups, John. We're  
desperate to get started. Don't forget  
to keep all of this under your hat  
until we've had a chance to notify the  
press. Thanks, John, we're counting on  
you.▶  
▶  
▶  
Regards,←  
▶  
▶  
▶  
▶  
Ivan DuDaire▶  
President▶  
Urban Explorers Association▶

## TUTORIAL EXERCISES

### EXERCISE 2

Now you've set your 'numeric tab' position, type these figures in your statement. Remember, use 'Tab' to tab to the third column and don't forget to press 'Return' after entering each amount.

42,000

3,832

7,521

11,926

36,469

6,183

1,114

12,499

EXERCISE 3

This is the list of names you typed at the top of your merge letter. In this exercise you will position each marker where you want the appropriate part of the name and address to print and set it as variable or conditional.

ADDRESS   MARKER

|       |             |  |
|-------|-------------|--|
| first | variable    | ) Place these two next to each other on the same |
| last  | variable    | ) line with one space between them.              |
| title | conditional |  |
| co.   | conditional |  |
| add1  | variable    |  |
| add2  | conditional |  |
| city  | variable    |  |
| state | variable    | ) place these two next to each other on the same |
| zip   | variable    | ) line with one space between them.              |
| first | variable    | ) Place this one space after the word "Dear."    |

## TUTORIAL EXERCISES

### EXERCISE 4

Now you're on Exercise 4 you should have completed the "merge letter." Does it look like this? If not, have a go at correcting it. Don't forget you can use 'Control-N' to insert a line, and 'Insert' to insert spaces.

```
(<first>) (<last>)>
em;<title>>
em;<co.>>
(<add1>)>
em;<add2>>
(<city>)>
(<state>) (<zip>)>
>
>
November 10, 1984>
>
Dear (<first>)>
>
We hope you're in the mood for a party!>
>
The Urban Explorers Association is
happy to announce a grand celebration
on the top floor of the Empire State
Building in the Panorama Suite.>
>
The show starts at 8.00 p.m. on Monday,
January 7 1985. Dress informal,
elevators optional.<-
>
We've arranged a lavish banquet and
floorshow to make up for inviting you
to the flop of the year in November.>
>
And it's all thanks to the Super Sucker
Company of New York! We sued them and
won - and now we're all rich and happy!>
>
>
Regards,>
>
>
>
>
Ivan DuDaire>
President>
The Urban Explorers Association>
```

EXERCISE 5

Here are two more addresses for you to type. Add some more of your own if you like but don't forget to press 'Return' to end each line and leave blank dividing lines between each address.

```
James▶                ) First
Reese▶                ) Last
Editor▶              ) Title
Crazy Stunts Magazine▶ ) Co.
Apt 2▶               ) Add1
1845 Lejeune Blvd▶   ) Add2
Jacksonville▶        ) City
NC▶                  ) State
28540▶               ) Zip
▶                    ) Leave a blank dividing line.
Lena▶                ) First
Weber▶               ) Last
President▶            ) Title
Urban Reform Association▶ ) Co.
890 College Parkway▶ ) Add1
▶                    ) Add2 (Enter 'Control-T' for a blank line)
Rockville▶           ) City
MD▶                  ) State
20850▶               ) Zip
```

What to Look For if Your Mailing Looks Wrong

If something is out of position:

- \* There may be a paragraph marker missing.
- \* There may be a comma at the end of a ~~nm~~ line.
- \* There may be an irregular number of lines in one or more of your names and addresses.
- \* A marker in your letter may be typed incorrectly, so that it does not match the name in the \*nm line.

—

—

—

—

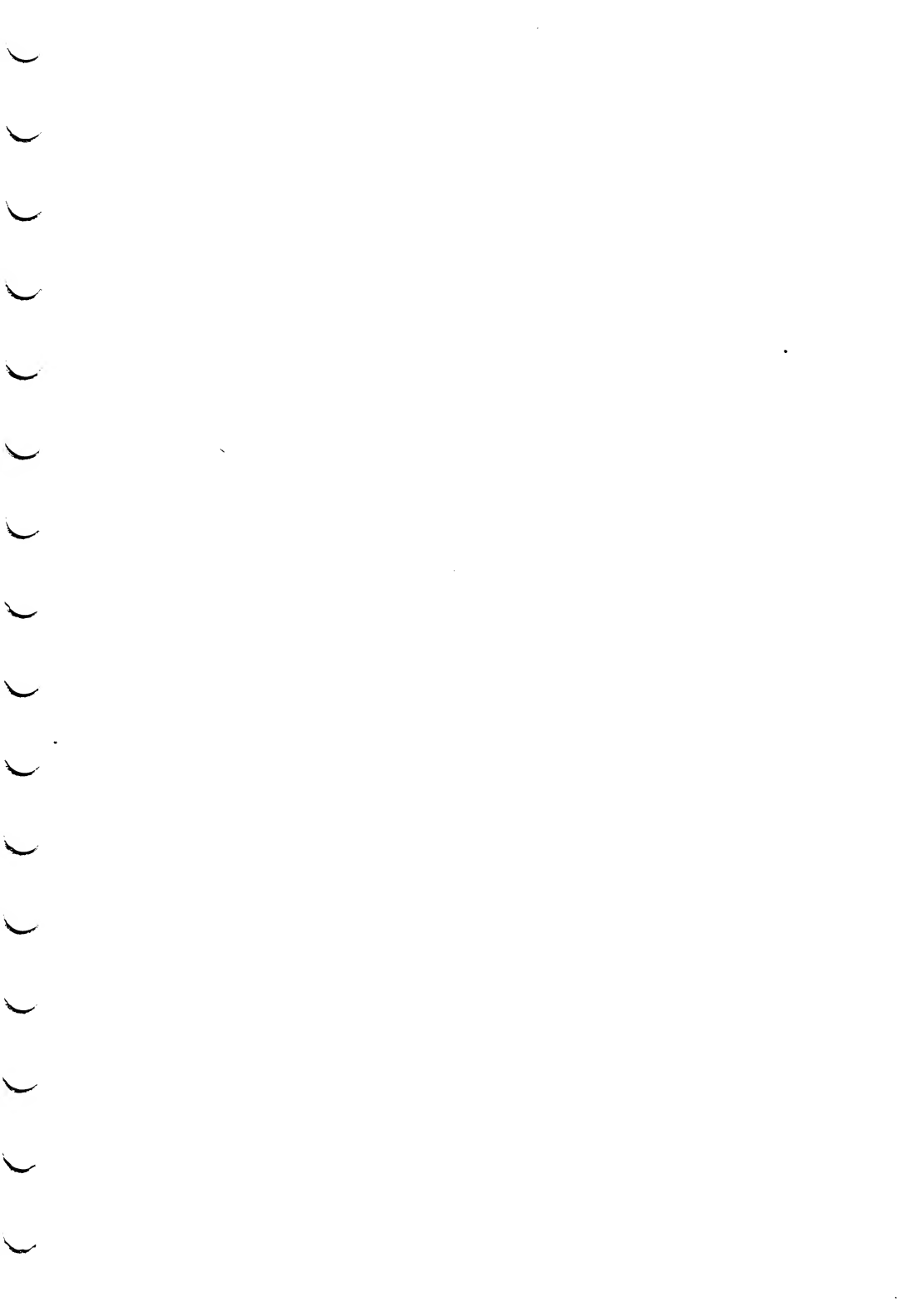
—

—

—

—

—







MORE WAYS TO USE SUPERScript

INTRODUCTION

If you're going to use this section of the manual to find out about specific Superscript topics, you should really go through the tutorials first, because we assume that your knowledge of the basic operations of the system has reached a certain level. At the very least, you need to know about the following things:

- \* Loading Superscript and creating a work disk.
- \* Loading, filing, and replacing documents on the disk.
- \* Using the Cursor Keys.
- \* Selecting commands from the main menu with 'Select' and the initial letter of the command you want.

Check through this list and make sure you understand and can use the commands and functions mentioned in it.

YOUR TEXT AREA(S)

The Atari 800XL has one text area and the 130XE has two. Which text area you are working in is shown on the top Status Line by an indicator that is set to '1' or '2.'

Of the two text areas, the first is the larger. The size of the text area can vary with your computer configuration, so to find out the length of a text area, enter the command 'Select G N' and type '999' when prompted for a line number. The cursor moves to the last line of the text area and you can read off the line number from the indicator at the top of the screen.

If you double the text width to 80 columns, you halve the number of lines available. Think of a text area as a flexible rectangle. If you flatten it, it gets wider. If you stretch it, it gets narrower.

The average page of printed output is 55 lines by 70 columns wide, so its length in Superscript's text area will depend on the text width you have selected. As a guide you get roughly 5 printed pages in 500 lines at text width 40 columns and 14 printed pages in 700 lines at text width 80 columns. These examples assume you'll be using the 'sk' layout command to skip some lines and not 'Return' which occupies a full line of memory.

Remember, it's very easy to set up a chain of documents for printing, so you're not actually limited by the dimensions of the text area. You do this by placing a 'lk' command at the end of a file and specifying the name of the next file to be printed. This is called "linking".

## MORE ABOUT SUPERSCRIFT

The advantages of leaving whole documents in memory are (1) you can swap disks whenever you want and (2) the system works a lot faster. Point (1) is particularly helpful when you only have one disk drive.

At the end of this section there are guidelines on creating new documents from old using one text area.

## THE SECOND TEXT AREA

The command for changing to the other text area from the one you're in is 'Go Change.' The reason for having two text areas is to allow you greater editing flexibility. There are some specific examples at the end of this section of the manual, but first, here's some useful information.

### Common Conditions

Some of the conditions Superscript works under have to be common to both text areas. These are:

- \* Printer type.
- \* Printer interface setting.
- \* 'Esc' commands.
- \* Calculator result.
- \* Default layout.
- \* The "last command," accessible with 'Control-R.'
- \* Open merge file.

### Independent Conditions

Most of the conditions in each text area can be set independently. These include:

- \* Cursor position.
- \* Text width.
- \* Search and replace strings.
- \* Wordwrap, Insert, and Numeric modes.
- \* Current block.
- \* Current tabs.
- \* Column mode.

Since margins, headings, page length, and similar conditions can all be set individually for each document with the 'Layout' command, they are independent in each text area. However, Superscript also uses a basic set of layout conditions which it normally gets from the "defaults" file on start-up (there are also some internal values that Superscript uses if it can't find a "defaults" file). This basic or default set is always used if no other layout command appears in a document, so the "Default Layout" remains common to both text areas.

EDITING, VIEWING AND PRINTING -- GUIDELINES

In Wide Screen Editing, described later, we show you how you can change the width of your text area to handle wider documents.

At this stage though, it is important to realise that you can edit within one set of margins -- by setting the textwidth using 'Select Set Text' -- then place 'lm' and 'rm' commands in your document to view or print it with different margins.

You can make the best use of these capabilities by following the steps listed below when creating a document. The procedure we give minimizes the need to scroll around a document, both during editing or viewing, when it is wider than your screen.

1. Edit the document in 40 columns.
2. Define left and right margins for a 40 column document.
3. Preview the document in 40 columns to check that the text is correct. If you check the spelling, do this in 40 columns too.
4. When you are satisfied with the text, change the margins to the values you want to use in printing.
5. Preview the document with the correct margins to check the layout.
6. When you are satisfied with the layout, print the document.

Obviously this does not apply to wider tables, which you will need to edit, view, and print with the same width, but tables are dealt with in more detail in Wide Screen Editing.

## MORE ABOUT SUPERSCRIFT

### WIDE SCREEN EDITING

At times, you may want to include in your documents information that is wider than a standard page, such as tables or financial statements. Here, we give you guidelines on handling wider documents, especially tables.

Superscript's wide screen editing capability is easy to use, but you have to get three ideas clear in your mind before you try it.

1. **The Text Width.** You can change the number of columns you work with. This is done with the 'Select Set Text' command. The number is known as the **text width**. This is completely independent of the margin settings.
2. **Margin Settings.** If you're using 70 columns, you should have margins with at least 70 columns between them. But the margins can be at any suitable settings: 25 and 95 are as good as 1 and 70. You can instantly vary the margin settings ('lm' and 'rm' in the text) to produce different layouts. This is an advantage of Superscript's way of editing and presenting text separately.
3. **Viewing Controls.** When you 'View' a document with wide margins you can make the display show any part of the document. The horizontal controls are:

- Cursor Left : scrolls left.
- Cursor Right : scrolls right
- Tab : jumps 20 columns.
- Return : restores the left margin.

The vertical display controls are the same as those used in normal screen width editing.

### Question: Can You Load "Wide" Documents into "Narrow" Screens?

Answer: Yes. If, however, you load a table that you originally created using 60 columns into 40 columns, each line will wrap around onto the next, and it's very hard to edit a table with wrapped lines.

Ordinary text will just wrap around in the different line length, causing no problems.

You can also load a "narrow" document into a "wide" screen. The Editing screen won't look the same as it did when the document was created, but usually this doesn't matter.

In general, avoid using a document with a screen width different from the one used to create it.

### Setting a Wide Screen

Before you load the file, you need to set up the correct text width. We'll choose 140 columns -- 132 columns is a common width for condensed print on dot-matrix printers, and this gives you a few more columns to work in.

So, be sure there's no text in memory or you'll get an error. Then, select the command you need: 'Select Set Text.' Key in '140' and press 'Return.' You won't see any immediate change in the screen, but Superscript has reset the right hand edge of your working area to a point that's "off-screen."

### Notes:

The minimum text width value is the same as the screen column width, i.e. 40. The maximum value is 240. If you're editing columns of numbers, always give yourself several extra columns to allow for errors, insertions, and moving columns.

### Loading the Example Document

Your example document is called "WIDE.TAB." It's on the Training Disk, so if you find the file on that disk and load it up, we can refer to it to illustrate certain aspects of wide screen editing.

To load the file, insert the Training Disk in the disk drive (after loading Superscript in the normal way) and use the command 'Select Document Load.' Give the name "WIDE.TAB" and press 'Return.'

### Moving Around in the Document

When "WIDE.TAB" is loaded, you can study the way Superscript uses the screen as a "window" onto the document: Use the 'Go' commands to move the cursor around the document.

'Go Left' and 'Go Right' have an extra refinement with any document that's wider than the screen. If the screen "window" is somewhere over the middle of the document, for example over columns 20 to 60, the first use of 'Go Left' takes the cursor to the left edge of the screen as normal. But if you repeat the command ('Control-R') the cursor moves to column 1. Likewise, repetition of 'Go Right' moves the cursor to the right extremity of the text line, i.e. 140 if that's your present setting.

Alternatively, you can step across the table a column at a time, using the 'Tab' key to move to the next tab, or the 'Option-Tab' key combination to move to the previous tab. Try these cursor movements now.

You should also be aware of these useful cursor controls,

## MORE ABOUT SUPERScript

|           |                       |
|-----------|-----------------------|
| Control-B | Beginning of text.    |
| Control-G | End of text.          |
| Control-Y | End of previous line. |
| Control-W | Word left.            |
| Control-E | Word right.           |
| Control-O | Previous paragraph.   |
| Control-P | Next paragraph.       |

### The Paragraph Marker

Remember that every line in a table of figures must have a paragraph marker at the end to keep the format intact. There are three ways of inserting the marker:

|           |  |
|-----------|--|
| Return    | If the cursor is anywhere to the right of the text.                      |
| Control-M | Splits the line and inserts a paragraph marker.                          |
| Control-T | Destroys text to the right of the cursor and inserts a paragraph marker. |

### Subtotals

Superscript lets you use the column addition command to obtain subtotals. The command will ignore a line of single dashes ('-----') on the line immediately above the cursor. Any other line of dashes (or any other characters) will stop the addition.

```
Example: 223
         445
         -----
         668      Top 2 lines added up here.
         =====
         449
         551
         -----
         1000     Last 2 lines added up here.
         =====
```

You can also obtain running totals, for example:

```
         223
         445
         -----
         668      Top 2 lines added up here.
         449
         -----
         1117     First sub-total and 449 added here.
         =====
```

Note that the first line of dashes must extend to the decimal point (even if it is not used) or the incorrect total of all four numbers in the column is calculated, instead of the last two numbers.

When working on the main body of a Table, NEVER use 'Insert' mode or the 'Insert' and 'Delete' keys. Use cursor movement and 'Back Space' or overtyping, also making sure that 'Wordwrap' mode is off.

### Quick Guide To Tables

This section summarizes the steps you follow when setting up a wide screen table. A command summary follows it.

1. Erase all text so you can reset the text width.
2. Reset text width.
3. Set decimal places. The standard setting is 2. Include comma formatting if you wish.
4. Clear old tabs.
5. Set new tab positions. Set an extra tab if you're going to add the lines. Remember, don't set a numeric tab too close to the end of the line.
6. Enter numbers. Use 'Tab' to move to each numeric tab and key in the number. Then press 'Tab' again. Only press 'Return' at the end of each line.
7. Add lines. Position cursor to right of all numbers to be added, and give command. Remember 'Return.'
8. Add columns and subtotals: use 'Tab' to move to each column and give command.
9. Add table. Position cursor to left of first column to be added, and give command. Remember 'Return.'

**Note.** To boldface or underline headings, use the appropriate 'Feature' command. The special characters push the headings out of alignment with their columns. This doesn't affect printing, but be careful to insert the characters after lining up the headings. It is best to do this last when you have completed everything else in your table, and is the only time you should use 'Insert' mode on a table.

### Mini-Spreadsheet

You can combine Superscript's calculator and 'Esc' commands to give you powerful, almost spreadsheet-like capabilities. You will find an example of this at the beginning of "WIDE.TAB" on your Training Disk. So, load this document and look at the special command on the first line. View the document to load the command in memory, then exit from Viewing, and, keeping your eyes on the screen, enter 'Esc c.' Magic! For full details of creating such commands, see Building Your Own Command Strings and Glossary later in this section.

## MORE ABOUT SUPERSCRIFT

### Command Summary

This is a summary of the commands you may need when you set up a table of numeric data. The topic is also covered in the tutorials, which you should work through before attempting a table on your own.

| <u>Action</u>        | <u>Command</u>  |
|----------------------|---|
| Erase all text       | 'Erase All.' 'Return' confirms the 'Proceed' command.   |
| Set decimal places   | 'Set Decimals.' Enter value and 'Return.' Maximum 10 places (rounding is automatic).                        |
| Set comma formatting | 'Set Decimals.' Enter comma and then values.  |
| Clear all old tabs   | 'Tab Clear.'  |
| Remove one tab       | 'Tab Release.' Move cursor to tab position first.   |
| Set numeric tab      | 'Tab Numeric.' Move cursor to tab position first. (Use 'Control-R' if setting more than one tab.)           |
| Move to tab          | 'Tab' key.<br>'Tab Tab.'<br>'Control-I.'  |
| Back tab             | 'Tab Back.'<br>'Option-Tab.'  |
| Clear entry          | 'Control-C.' This does not close up the text. Cursor can be on the entry or next to it on the right.        |
| Erase to end of line | 'Erase Endofline.' No paragraph marker. Text does not close up.   |
| Add line             | 'Calc Line.' Cursor can be anywhere to right of numbers.  |
| Add column           | 'Calc Column.' Cursor must be on numeric tab for the column.  |
| Add table            | 'Calc Table.' Cursor must be on a clear totals line, to left of first tab. Figures must be at numeric tabs. |



### CREATING A LONGER DOCUMENT

All the examples so far have been of single page documents. This covers the majority of business letters, but there is of course an important need for multi-page documents of various kinds. In this section we'll look at an example report, and see how to use some of Superscript's more advanced editing and layout commands.

We don't cover every command in detail, but you can easily check any command in the Reference section.

The example document name is "RAINBOW.REP." It's on your Training Work Disk, so why don't you load it up now. Print it out, as you'll find that it will help you to understand some of what follows.

### Layout Commands

When you look at the screen, you'll see that the first three lines of text begin with a highlighted asterisk. This is the "layout character," which signifies that special layout commands follow.

You Obtain the Layout Character with 'Control-L.'

You'll remember that Superscript uses these layout commands only when printing or viewing, to vary the appearance of the text.

By changing the values of the layout commands, you can change the appearance of the text when it's printed or viewed.

### Basic Layout

The elements of basic layout are:

|                                   |          |
|-----------------------------------|----------|
| Page length                       | pl       |
| Left and right margins            | lm rm    |
| Top and bottom margins            | tm bm    |
| Line spacing                      | sp       |
| Characters per inch               | ci       |
| Justification (even right margin) | jy or jn |
| Printer offset                    | of       |

Your first line of text has an example of each of these. Use 'Print View' to check the appearance of the document with the current values.

You can experiment with the basic layout of this document by changing the values of these commands. Use Superscript's ordinary editing facilities to overtyping or insert and delete so that the line looks

## MORE ABOUT SUPERSCRIPT

like this:

**l1m8:rm55:tm3:bm10:of0:ci12:pl66:jn:sp1▶**

We've changed left, right, top, and bottom margins; changed to 12 characters per inch; and changed from justified to unjustified text. Use the 'Print View' command to see the differences in the document with the new layout command values.

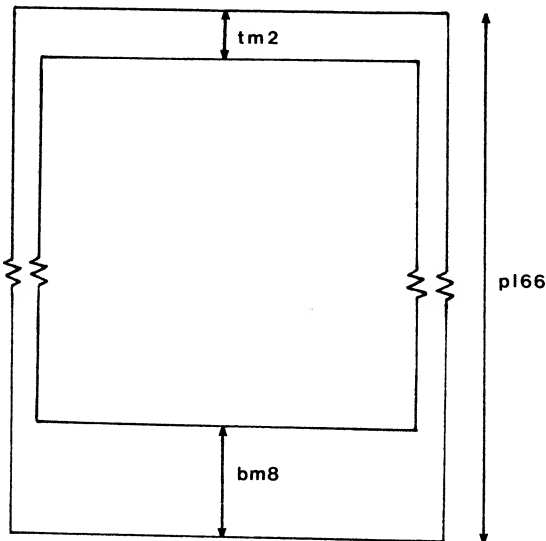
Two of the commands in the line, 'ci' and 'of,' don't affect screen display. The characters per inch command, 'ci,' will only work on printers that can vary the number of characters per inch. "Condensed mode" printing needs to be set separately from the 'Feature' menu.

One additional element of basic layout is "lines per inch," the 'li' layout command. This is assumed to be 6 lines per inch unless explicitly reset.

Remember to reinstate the commands before you go on, so that the line looks like this:

**l1m4:rm78:tm0:bm8:of0:ci10:pl66:jy:sp1▶**

It helps to know how the vertical layout commands relate to each other. The relationships of the values for 'tm,' 'bm,' and 'pl' are very simple. For example, if page length is 66, top margin is 2, and bottom margin is 8, and you've set single spacing, you'll have 66-8-2 lines of text on your page: 56.



When you put headings and footings in, text relationships change slightly -- this is explained later.

Basic layout commands can be added to the document at any point. For example, you can change line spacing, as we have done on lines 49 and 76 to allow the market sectors list and the graph to appear in single spacing, which is more appropriate. Notice that a series of layout commands normally ends with the paragraph marker (see 'The Layout Command' in the Reference section for more information).

### Blank Lines

Superscript has a command for skipping lines when it prints. We haven't used this because most people like to see "real" blank lines, at least while they're learning. But you can add the 'Skip' command, 'sk,' at any line and test the result.

Move the cursor to line 18 and onto the paragraph marker on the line. Use 'Control-L' to put in the layout character. Type 'sk3,' and press 'Return.' Then check the effect of the change with 'Print View.'

You can of course use the menus to insert commands. For the 'Skip' layout command, the sequence is: 'Layout Enter Skip,' enter a value for the number of lines to be skipped, and press 'Return.'

### New Pages

Superscript automatically starts a new page when it's printed the maximum number of lines allowed on the page -- the page length minus the bottom and top margins, and heading lines if they're in use.

You can instruct Superscript to start a new page at any point in the text, with the 'np' layout command.

There's an example of 'np' at the end of the first page of your report, on the same line as "Subterranean black," line 40.

(It's a good idea to use 'Select G N' if you know the number of the line that you want to move to -- it can be a much faster way of moving around the document.)

## MORE ABOUT SUPERScript

### Indentation

"Indented text" is text that is set in from the main or previous margin of the document. Examples of indented text are:

- Quotations
- Examples
- Sub-paragraphs
- Columns with sub-headings on the left
- Numbered lists

We've included examples of some of these in "RAINBOW.REP."

### The Steps to Follow

Because of the way Superscript has separate Editing and Viewing or Printing modes, you cannot do indentation in what seems to be the obvious way, by starting to type at, say, column 20.

Instead, you need to learn a procedure that's quite simple, but must be followed if you want to get properly indented text.

1. Specify the new left margin with an 'Indentation' layout command. This sets an "indentation level."
2. When there's a paragraph number or sub-heading on the left, enter a special 'Release' character in column 1, just before entering the number or sub-heading.
3. Only when there's a 'Release' character in column 1, leave the right number of spaces before you start to type.
4. Enter text normally so that the text lines all start from column 1, except where you've put in a 'Release' character.

What you see on your Editing screen will not look like indented text. But as soon as you view or print it, the indented layout appears.

### EXAMPLES:

Let's look at some examples in "RAINBOW.REP." Move the cursor to line 41. This brings several pieces of indented text into view.

### The Indentation Command

The paragraph beginning "The research and development..." is not indented. At the end of that paragraph we've put the first indentation command, 'in4.' This tells Superscript to start an indented margin after leaving four spaces. Look at line 30. The word "Construction" starts five columns in from the left, not counting the special release character in column 1.

Notice how the rest of the paragraph is entered normally, with each of the lines beginning in column 1.

### The Release Character

The special 'Release' character '␣' is obtained from the main 'Layout' menu: 'Layout Release.' The command enters the character in the text, so either switch 'Insert' mode on or use 'Control-S' to insert a space in column 1 before using it.

The 'Release' character tells Superscript to start the line at the previous margin -- or the previous indentation level if you've used 'in' more than once. In our example, the number "1" will appear at the basic left margin, which is set to column 4 with 'lm4.'

This method is easy to learn as you'll see when you try it, but you need to be sure you've got exactly the right number of spaces between your paragraph number of sub-heading and the start of the text.

### Second Indentation Level

Now look at the end of line 35. You'll see 'in20' there. This is a second level of indentation, additional to the first. So, the next piece of indented text, "Surfer silver," is printed at column 29, that is, with a left margin of 4 and after 24 (in20 + in4) columns of indentation. But notice how all the lines of the list of colors start in column 1 of the Editing screen. Again, this illustrates the difference between how you enter text on the Editing screen and how it will appear when printed or viewed.

### Cancellation of Indentation

Look at line 40. At the end is the layout command 'in.' This cancels the last 'in' command that set an indentation level.

Again, this has no effect on the Editing screen text, but if you look at a print-out of "RAINBOW.REP" you'll see that after the list of colors, the previous indentation level is restored.

## MORE ABOUT SUPERScript

### MORE EXAMPLES:

Move the cursor down to line 68 using 'Select G N,' so you can see further examples of indentation.

You'll see an 'in15' command at the top of the screen. This sets the indentation level for the list of market sectors.

There's another indentation command, 'in3,' on the next line. Compare the printed report with the screen for a moment to see if you can work out why it's there.

The answer: so that the next item, which is more than one line long, can be aligned to the same indentation level as the rest of the list.

The 'in3' indents 3 columns, and the 'Release' character before "B" releases that line to the previous 'in15' level. Then the 'in' at the end of the paragraph cancels the 'in3.' Check this and be sure you understand how it works.

### Double Release Character

Now move the cursor down to line 80 (again use 'Select G N'), so that the heading "THE FINANCIAL PICTURE" is at the top of the screen.

You'll see it has a double 'Release' character at the start. This "releases" the heading two levels, out to the level of the basic left margin, 'lm4'.

This is done to maintain all the report headings at the same level, while allowing the graph to remain at the same level as the market sectors list.

### Double Cancellation of Indentation

Look at line 76. You'll see a double 'in' command. This cancels the last two indentation commands: first the 'in15' command on line 49, and second the 'in4' command on line 28. Note that the 'in3' on line 50 has already been cancelled on line 54.

So, you can see that an 'in' command cancels the most recent indentation level -- the nearest one before it in the text.

### Changing Indented Layout

You don't have to laboriously reformat every paragraph when you want to mess around with the layout of your document.

To indent more:

1. Increase the preceding 'in' value by the number of columns you want.
2. On any line that has a 'Release' character, insert the same number of spaces after the paragraph number or sub-heading, and before the first word of the text.

To indent less, reverse the above:

1. Decrease the preceding 'in' value.
2. Erase a matching number of spaces between the paragraph number, etc., and the first word of text on 'Release' character lines.

Changing the main left and right margins. You can do this at any time without affecting your indented text layout at all.

### Headings and Footings

Many longer documents have headings or footings that repeat from page to page. Superscript allows considerable flexibility in the way you arrange your headings and footings. Some of the aspects of this feature that you need to know about are:

- \* Up to two lines of headings and footings per page are available.
- \* Each line has three "zones" -- left, center, and right.
- \* You can have different headings for even and odd pages. This feature is known as 'Alternate' headings, and if you use it you can only have one line of heading per page. This also applies to footings.
- \* Margins for headings and footings can be made independent of the main text margins.
- \* All footings and footing gaps must fit within the bottom margin. This is not so for headings, heading gaps, and the top margin.
- \* Automatic page numbering. The number (#) sign in any part of a heading or footing will be replaced with the current page number when you print or view.
- \* Independent page number value setting. The layout command 'pn' may be used to reset the page number.

## MORE ABOUT SUPERSCRIPT

### Enhancing Heading and Footing Text

You can use the same printer features in headings and footings as you do in other text. You'll see that the heading in "RAINBOW.REP" has the 'Underline' feature special characters in it.

If you're using more than one zone, underline the text in each zone separately, or you'll get an underline that runs across the blank parts of the line.

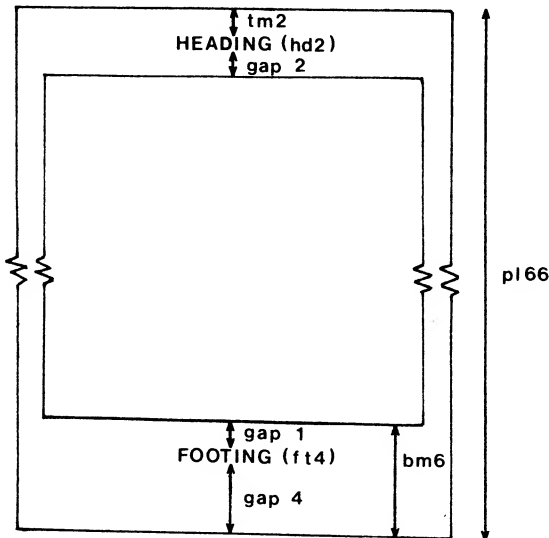
### How Headings and Footings Affect Page Length

#### \* Headings

If you include one line of heading and a gap of two lines with a 'hd2' command, this adds three lines to the overall top margin area of the page, before the proper text starts. The example below demonstrates this.

If you include a second line of headings and another gap of two lines, this adds a further three lines to the top area.

In both cases, the overall number of lines available on the page for text is reduced.





\* Footings

Footings and footing gaps have to fit within the bottom margin ('bm'). If 'bm6' is set, a footing gap set as 'ft6' will cause an error, because the footing gap plus the footing itself is bigger than the bottom margin. But 'ft4' would be all right as long as you have only one line of footing, and this would leave a blank line between the end of your text and the footing line. Again, the example above shows what we mean by this.

If you set a second line of footing and a gap, this too must be within the bottom margin. So if 'bm6' is set, the total footing gap must be 'ft3' or less, as the **total gap** plus the lines of **total footing** must not exceed the bottom margin.

The footing itself does not reduce the number of lines on the page. The bottom margin does.

Use of the Caret

Every line of heading or footing must have **two** carets in it. The carets mark off the left, center, and right zones of the line.

Look at lines 2 and 3 of "RAINBOW.REP." You'll see that although the right and left zones aren't used, the carets are still there.

Page Numbering

If you want automatic page numbering, just place the number sign (#) in any zone of any heading or footing line.

When you print or view, you'll see the current page number appear, and increase by one with each new page, unless you reset it.

The 'pn' layout command resets the page number at any point. It's usually placed at the beginning of a document that does not start with page 1 for some reason -- like a section of a report. If there's no 'pn' command, Superscript assumes that the first page is page 1.

Linking Documents

Sometimes you'll need to print a document that's longer than Superscript can hold in memory at one time. There's a command that "links" one document to another, so that as you print or view, Superscript automatically gets the next document in the chain when it's finished with the one in memory. --

Such chains of documents can be as long as you like. If you want, you can extend a chain over more than one disk, by placing a 'Pause' command in the text to give you time to swap disks.

## MORE ABOUT SUPERScript

### EXAMPLE:

You're going to divide "RAINBOW.REP" into two smaller documents, link them, and view them as a chain.

1. Move to line 41 which begins "2. Ink," and define from that line to the end of the document as the current block. Use 'Select Area Block.'
2. File the current block as "LINKED2.". Use 'Select Document Block.'
3. Now move back to line 41, and erase all text to the end of the file -- use 'Select Erase Rest.'
4. Enter the linking command. As the last line of the document, type:

■lk:LINKED2.►

5. File the contents of the text area as "LINKED1.".
6. Select the 'Print' sub-menu. Select 'Link,' and then 'View.' If you have text in memory, Superscript will display the usual Confirmation sub-menu. Press 'P' or 'Return' to continue. When prompted, enter the document name "LINKED1." and press 'Return.'

You'll see Superscript find "LINKED1." on the disk and display it on the Viewing screen. At the end of the page, press 'V,' and Superscript gets "LINKED2." from the disk and displays that.

Notice that Superscript always gets the first document from the disk -- you must have all the linked documents on disk before you begin.

Also, notice that the layout commands in "LINKED1." remain valid in "LINKED2.", until new commands in "LINKED2." override them.

The only exception to this is the 'in' command. Indentation set in a document won't apply in any subsequent documents in the chain. The effect of this is that your text will return to column 1 at the start of each linked document. Look at the paragraph starting "2. Ink." It's no longer indented because the indentation command originally defined for it is now in "LINKED1.".

### Conclusion

There are many more topics that we could go into -- but this is not a text book on word processing.

You'll find that topics such as centering and justification are adequately covered in the **Reference** section, which you should also turn to for further details of the commands you've looked at in this section.

### SEARCH/REPLACE COMMANDS

It's inevitable in longer documents that you will want to make changes. Typically, you might want to replace just a single word with something different, or replace a word that occurs in several places. But the idea of going through the document line by line making changes is not a pleasant one. And there may be other documents to alter.

Luckily, Superscript makes things easy for you. Its search and replace commands let you look for a word, phrase or group of characters, and choose what you want to do with each occurrence. Or Superscript can automatically replace the same word, wherever it occurs, with something else.

### To Find a Word

For example, look at the report on Rainbow Writers Inc. This is on your Training Work Disk as "RAINBOW.REP." Suppose this company decides to change the name of the color "Subterranean black" to "Jet black." The report must be changed.

Load the document containing this report, and select the 'Search' command from the 'Set' menu. Then select the 'Find' command, type the string that you want to match, "=Subt," and press 'Return.' Notice that you don't have to enter the whole word, just enough of it to get to the right place. The equals sign tells the search to look for strings of the same case, i.e. the search won't match "subt".

When the direction sub-menu appears, enter 'F' or press 'Return' -- this tells the command that the search is to move forwards through the document.

The first occurrence of "Subt" is highlighted. The search has made this match, and you could either continue the search or abandon it, as you can see from the prompt. Enter 'A,' and the search will end, leaving the cursor on the character after the highlighting.

### Repeating a Search

If you abandon a search and realize that there are more of the same changes to be made, you don't have to go through entering the match string again.

Just select the 'Search' command on the 'Set' menu again, but this time select the 'Continue' command. Superscript remembers what you searched for last time, and resumes the search, moving in the same direction and starting from where the cursor is currently sitting in the document.

## MORE ABOUT SUPERSCRIFT

The word "Subterranean" only occurs in this document once, so the second search won't find anything. The search finishes when it reaches the end of the document, and the cursor is left there.

### Search and Replace Commands

If you want to change one word (or phrase or paragraph) for another in several places, use the Search and Replace commands. This is especially useful if you know that you don't want to change the word every time. For example, suppose this time that the company "Rainbow Writers Inc." decides to extend its market and change its name to "Rainbow Graphics Inc."

Select the 'Search' command from the 'Set' menu, and then the 'Replace?' command. You'll notice that there is already a response to the prompt for the match string. This is because Superscript always remembers the match string from the last search and suggests it again as a short cut if you want to search for the same string, but obviously you don't have to use this. You can get rid of it with 'Start.'

Enter your match string, "=Writers." The "=" sign at the beginning of the string tells the command that you only want to find the name where it looks exactly as you've typed it -- the word "WRITERS," in the title, in upper case, won't be matched. (You can go back and change that later.) Press 'Return' and the 'ENTER Replace' prompt lets you enter the replacement string "Graphics." Then indicate the direction of the search. As the last search left the cursor at the end of the document, this time, type 'B' for "Backward."

As each match is made, if you want the replacement word and not the existing word, enter 'R' or press 'Return.' If you don't want the replacement word, enter 'C.' Either way, the search continues.

Although there's no option in the prompts to abandon the search, you can stop it with 'Control-Q.' Otherwise the search ends only when it reaches the end of the document, and the cursor is left there. This time, because the search went backwards, you end up at the start of the document.

### Exchange Search

In the Rainbow report, the initials of the company also have to be changed from "RWI" to "RGI." You can do this in a single operation.

The cursor is now back at the beginning of the document, so the search will find "RWI" every time. Select the 'Search' command from the 'Set' menu, and then the 'Exchange' command. Enter the match string "RWI," the replacement string "RGI," and then 'F' to search forwards. Press 'Return' to get the command started, and wait.

## MORE ABOUT SUPERScript

You shouldn't have to wait long while it changes all four occurrences of "RWI." The search finishes when it reaches the end of the document, and leaves the cursor there.

Notice that you are given no choice in how the command works. Once it has started it will go through the document changing "RWI" to "RGI" and carry on to the end, whether you want it to or not. So, think twice before confirming that this command should go ahead.

## MORE ABOUT SUPERSCRIFT

### CHECKING YOUR SPELLING

Superscript includes a command to check your spelling. You can check the spelling in your current document against either an American style or a British style spelling dictionary.

You will find it easier if you check your spelling with your text width set to your screen width -- 40 columns.

Before you can check any spelling, you need your own dictionary disk.

### Making a Dictionary Disk

You create a dictionary disk in exactly the same way that you create a Training Work Disk with one exception, i.e. remember that the dictionary is on the reverse side of the program disk. See page 7 of the Reference section.

### Master and User Dictionaries

The dictionary you copy from the Superscript program disk is referred to as the "Master" dictionary and covers the more widely used words. The Master Dictionary is protected and cannot be accessed for editing purposes. However, an area has been set aside on your dictionary disk, which we call the "User" dictionary. You can add or erase words in the User Dictionary.

The User Dictionary contains the American English or British English variants depending on the dictionary selection you made from the Start Up menu. These should **not** be erased.

Spelling Checker Commands

Use the menu option 'Select Document Spell' to get to the spelling sub-menu:

|   |
|---|
| Check Search View Print Erase<br>Display Output |
|---|

In the following couple of pages we show you how the first two of these commands work. Once you have tried them, the other commands on the menu shouldn't give you any trouble, but if you want any more information, see the Reference section.

'Check' the Spelling in Your Document

Load the document you want to check. If you've just written it, file a copy on your work disk. Then select 'Check' from the 'Spell' menu and press 'Return.'

Superscript checks your document statistics before using the dictionary, and displays the results.

The prompt 'Insert Dictionary Disk: <Return>' appears. Remove your data disk, insert your dictionary disk, and press 'Return.'

Superscript reads through the dictionary, checking your words alphabetically. When the Spelling Checker finds a word that it doesn't recognize, it highlights the unrecognized word, and leaves the cursor on the first character of the word.

|                               |
|-------------------------------|
| Accept Edit Learn Ignore Quit |
|-------------------------------|

**Accept** the word as correct by typing 'A' or pressing 'Return.' Any other occurrence of this word is accepted as correct. Superscript will then move on and highlight the next incorrect word.

**Edit** the incorrect word. Don't worry if the new spelling is longer or shorter than the incorrect word, as you can insert or delete characters freely. To resume the Spelling Check, press 'Select.'

**Learn** the word if it's not in your dictionary and you use it frequently. When the word is highlighted just select 'Learn' and press 'Return' or press 'L.' Superscript writes the new word into the User Dictionary on your dictionary disk.

## MORE ABOUT SUPERSCRIFT

Ignore the highlighted word and Superscript moves on to the next occurrence of this word in your document. This contrasts with 'Accept.'

Quit abandons the spelling check and returns to the normal Editing screen.

At the end of the Spelling Check, Superscript displays the 'Replace Abandon' sub-menu. Before selecting 'Replace,' remove your dictionary disk from the drive, load your data disk and press 'Return.' Superscript will 'Replace' the existing document with your newly edited version. If you select 'Abandon,' Superscript returns to normal Editing. This doesn't affect any changes you have made so far.

If you have a dual drive system, put your dictionary disk in the second drive. Then see how this affects the operation of the Spelling Check.

### 'Search' the Dictionary for a Word

Select 'Search' from the 'Spell' menu. Superscript prompts 'ENTER Match'. Type in the word you're looking for. The next question is 'Insert Dictionary Disk: <Return>,' so load your disk and press 'Return.'

Superscript will search for the word alphabetically, first in the Master Dictionary, then in the User Dictionary. If the search is successful, the word or the list of words is displayed in alphabetical order.

You don't have to type in the whole word, just enough of it to make it clear what word you are looking for. If you were looking for the word "autobiographical," entering "autob\*" would probably be enough to find it.

There are also some short cuts you can use. The '?' question mark character matches any single character, so "e?it" would match "edit," "exit," and so on. Also, the '\*' character -- used above -- matches any number of characters, but can only be used at the end of words. For example, "e?it\*" would match "editing," "exiting," "editorial," and others.



BUILDING YOUR OWN COMMANDS AND GLOSSARY

Whatever kind of writing you do, there are always occasions when you need to repeat a particular word or phrase several times in one piece of text.

Superscript lets you store a large number of words and phrases which you can subsequently enter into your text with a single command.

Superscript can "remember" more than just words and phrases. You can combine individual Superscript commands into strings, and then execute the whole series with a single command. And, you can combine these "command" strings with words and phrases.

Your command strings can be stored either temporarily or permanently, so for example, you could use one to hold the date, changing it every day, and another to hold a standard name and address that doesn't change.

How It Works

You choose any key on the keyboard that's not used for a basic function like 'Return,' or 'Delete,' and you assign a string of text and/or commands to it. This is then called a **Command Key**.

When you want to execute the command string, or have the words appear in the text, you press the 'Esc' key, and then the key you want. We represent this in the form 'Esc a' -- don't hold down the 'Esc' key.

You can assign command strings to both shifted and unshifted keys.

Setting Up Temporary Command Strings

The command you need is 'Set Command.' This is described in detail in the **Reference** section, so if you're not sure how to obtain this command, look it up before proceeding.

The basic operation is in three parts:

1. Enter 'Set Command.'
2. Enter the command key you want, and press 'Return.'

If Superscript finds that the command key you entered already has a command string assigned to it, that string is presented for editing. Use 'Start' to clear it if you want to.

If there's no pre-assigned string, you can enter a new string immediately.

## MORE ABOUT SUPERSCRIFT

3. In response to the prompt 'ENTER Command,' enter any combination of commands and text you want.

Represent the 'Select' key with '/' and the 'Control' key with '^,' where '^' is the 'Caret' key. This allows you to include cursor movement and single character deletion in your strings. Represent 'Return' with '^m.' Press 'Return' to end the entry.

The key you chose is now a command key and can be used at any time until you switch off the computer.

## Setting Up Permanent Command Strings

If you place a command string into the "defaults" file on your work disk, Superscript will set that key up as a command key for you each time the "defaults" file is loaded.

You can place different sets of command strings in the "defaults" files on different disks -- you might have a set of names and addresses on one disk and a set of technical terms on another. For example, suppose you want to assign a name and title to a command key.

1. Load your "defaults" file. It's an ordinary Superscript document on your work disk.
2. Anywhere before the 'pd' command, insert a blank line with 'Control-N.'
3. Enter the layout character in column 1 with 'Control-L.'
4. Enter: a=Joanne Jeffries,^mProduction Manager. The '^m' represents 'Control-M' ('Return') and causes the next line to start in column 1.
5. Press 'Return.'
6. Replace "defaults" on your disk.

Next time you load Superscript and insert this disk as the Work Disk, you'll find that 'Esc a' will enter the name and title, putting each item on a separate line.

## Rules

1. A command string cannot be longer than one text line.
2. Maximum length of all command strings at any one time is 1024 characters.

3. To obtain a highlighted character in the command string, press 'Esc' and then the character you want.
4. Represent 'Select' with '/', 'Control' with '^', and 'Return' with '^m.'
5. To cause one command string to automatically execute another, enter '^&' followed by the key you want to execute, at the end of the line.

Example:     a=/dudl^&b  
                  b=/dl

'Esc a' changes to disk drive 1 and then executes 'Esc b,' the 'Select Document Load' command sequence.

Command String Examples

|                          |  |
|--------------------------|--|
| /dudl                    | Change to disk drive 1.                          |
| /ssc                     | Repeat last 'Find.'                              |
| ^k^k^k^k^k               | Move the cursor up 5 lines.                      |
| /ssfNov10,^mf^cNov11,    | Find a date, clear the entry, enter a new date.  |
| /el                      | Erase current line.                              |
| /el/el                   | Erase 2 lines.                                   |
| /ee                      | Erase to end of line.                            |
| ^i^i^i/cl^m              | Tab 3 times, add values in line, press 'Return.' |
| /dlinvoice form^m        | Load document called "invoice form."             |
| ^v/fus/fbs^e^h/fue/fbe^v | Underline and boldface for 1 word.               |
| /pis^mdiablo^m           | Redefine printer as "diablo" type.               |
| /ab^u^m^u/am             | Transpose 2 characters.                          |

With experience and imagination you should be able to define many commands to increase the power of Superscript and tailor it to your own detailed requirements.

## MORE ABOUT SUPERSCRIP

### Built In Commands

To make life easier we've supplied you with a small set of command strings, which you'll find in the "defaults" file on your Training Work Disk. These are some of the most frequently used key combinations. Obviously, if you don't want any of these, you can change or delete them; and you can add any others that you want.

Although we've only used the numeric keys, remember that you can use any of the keys on your keyboard.

|       |                                     |  |
|-------|-------------------------------------|--|
| Esc 0 | /pr                                 | Resume viewing a document from where you left off. |
| Esc 1 | /ssf                                | Search for a string.                               |
| Esc 2 | /ssc                                | Continue the search for a string.                  |
| Esc 3 | /gd                                 | Scroll 1 screen forward with 1 line overlap.       |
| Esc 4 | /gu                                 | Scroll 1 screen backward, with 1 line overlap.     |
| Esc 5 | /fbs                                | Start boldface.                                    |
| Esc 6 | /fbe                                | End boldface.                                      |
| Esc 7 | /fus                                | Start underline.                                   |
| Esc 8 | /fue                                | End underline.                                     |
| Esc 9 | /ab <sup>u</sup> m <sup>u</sup> /am | Transpose 2 characters.                            |

### Mini-Spreadsheet

A more complex example of how Superscript facilities can be utilised to great effect through command strings is given on the first line of "WIDE.TAB" on your Training Disk (or the program disk).

To set this command up in memory and make it effective, 'View' the document, then exit from Viewing. You can now execute the command with 'Esc c'.

The characters on the right of the equals sign represent a string of commands that calculate the table when 'Esc c' is entered; first the existing line totals are erased and recalculated, then the same process is applied to the column totals. You can modify this command to operate on any table of your own creation, but remember that you will need to 'View' it each time you change it to make the change effective.

## QUICK GUIDE TO MAILING

Mailing is a frequent word processing activity, so this section is included to provide a straightforward summary of the steps involved in the mailing operation. The topic is covered in the tutorials, which you should work through before attempting a mailing on your own.

1. Set up a list of names and addresses: the "merge list."
  - \* An ordinary Superscript document.
  - \* Each item on a separate line.
  - \* Each line ends with a paragraph marker.
  - \* Include blank lines of address, etc.
  - \* Insure every name and address has the same number of lines.
  
2. Set up a letter with merge markers in it: the "merge letter."
  - \* Cursor to line 1, column 1.
  - \* Use the 'Document Merge Name' command. Enter the name of each line in the merge list, e.g. first, last, street, city, zip, divider.
  - \* Separate names with commas.
  - \* No comma at the end of an 'nm' line.
  - \* Use more than one 'nm' line if necessary.
  - \* Use 'Document Merge Variable' to set markers in text for automatic insertion of data from merge list.
  - \* Use 'Document Merge Fixed' to set markers in text for fixed length data.
  - \* Use 'Document Merge Conditional' to set markers in text for lines that should not print if blank. A 'Conditional' marker must be on a line by itself.
  - \* Check that paragraph markers are in place.
  - \* Markers can be in the body of text.
  - \* Markers can be selective (see below).
  
3. Bring the merge letter and the merge list together to produce personalized copies.
  - \* Load merge letter.
  - \* Select 'Merge' print run option on 'Print' menu.
  - \* Give name of merge list when prompted.
  - \* Use 'Document Merge Reset' if you need to restart from the beginning of the merge list.

## MORE ABOUT SUPERSCRIPT

### Using Selective Markers

You can produce a selective merge by using selectors with the '=' and the '#' characters. A selector is a way of identifying which names and addresses are to be used in the mailing, and looks like:

`<city=New York>`

where:

- \* The name on the left must be one of the names defined in a 'nm' command in the merge letter.
- \* The name on the right must be a line of information from the merge list.
- \* The character in between must be a '=' or '#' to indicate that the information is to be included in or excluded from the mailing respectively.
- \* The angled brackets '<' and '>' must be present.

So, in the example above, only names and addresses where the city is New York will be included in the mailing.

Alternatively, the example

`<city#New York>`

would result in a mailing in which all names and addresses are used except those with the city set to New York.

You can also use pattern matching, with the "?" and "\*" characters. The selector

`<city=New*>`

will match New York, New Haven, and other cities beginning with "New."

### Long Merge Lists

Any merge list that you create must be shorter than your text area, as obviously Superscript cannot handle documents longer than this.

If your names and addresses won't fit into one document of this size, place your names and addresses into several merge lists. Then put a 'lk' command, i.e. the 'Layout Link' command at the end of each one, except the last in the sequence. Superscript will treat the sequence of lists as one big list.

When printing, don't select the 'Link' option to merge lists linked with 'lk' commands.

### Filling Markers from the Keyboard

If you wish, you can type information directly into the markers in your merge document, instead of using a merge list. To do this:

- (1) Load your merge document.
- (2) Switch on 'Insert' mode.
- (3) Go to the first marker in the merge document with 'Document Merge Goto.'
- (4) Type your information into the marker.
- (5) Use 'Control-R' to go to the next marker, and type the appropriate information into that marker. Continue through your document in this way.
- (6) 'View' or 'Print' your document to check it.
- (7) Clear the information from the markers of the document with 'Document Merge Erase.'
- (8) Repeat this process for each copy of the document.

### Labels

To complete your mailing, you need to produce labels from your mail list. On your Training Disk there is a "LABELS." merge document that you can try out on the "MERGE.LST", also on the Training Disk. To do this:

- (1) Make sure your printer is loaded with paper and ready.
- (2) Load "LABELS." from the Training Disk.
- (3) Use the command 'Print Merge Print,' enter the name "MERGE.LST" when prompted, and six labels will be printed.

Once you have seen how it works, you can adapt the "LABELS." document to suit your own requirements. Keep the following points in mind:

- \* The "LABELS." document is the merge document.
- \* You need a merge list of name and addresses.
- \* You need to decide how many lines you want between the first line of successive labels in the "LABELS." document for your own labels. In the example on the Training Disk, we have set this to 10 with the layout commands tm0, bm0, pl10, and included 10 lines of label text.
- \* You can produce labels in only one column.

### Creating Merge Lists from Your Database

You can load and edit any sequential file on Superscript. So you can create a merge list of names and addresses from your database, or merge information from your spreadsheet.

If you do this, make sure that Superscript can handle each merge list, i.e. a merge list must be shorter than your text area. If necessary, create several merge lists and link them together with 'lk' commands, as described in Long Merge Lists.

## MORE ABOUT SUPERSCRIPT

### USING COLOR ON THE SCREEN

With Superscript, you can change the appearance of your screen while working. This is true whether you have a color or monochrome screen, although obviously, if you have a color screen, you will have a wider range of colors to choose from.

There are no menu commands to select screen color. In general, you place a command in the "defaults" file to indicate the screen colors you want. If you save this changed version of the "defaults" file, those screen colors will be effective as soon as you load Superscript. You can also change the screen colors from the keyboard at any time.

(You can place color commands in ordinary documents too, but the applications of this are limited.)

#### The 'sc' Command

A typical screen color command might look like:

**Esc6,0,2▶**

Each of the numbers defines the color of a different part of the screen. If no color is defined for any part of the screen, it will appear in the original color.

Place the command in the "defaults" file and execute the 'F1 Print View' command sequence. When you exit from the Viewing mode, the command takes effect immediately. If you save this changed version of the "defaults" file, the colors defined in the 'sc' command will take effect as soon as you load Superscript.

#### About the Colors

A color screen gives the full range of colors available on your computer, which gives you plenty of scope for brightening up your work. Look in your Atari Users Manual for details of the colors available to you.

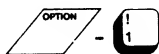
On a monochrome screen, the color range is made up of black, white and varying shades of gray, or the corresponding shades if your screen's color base is amber, green, blue, etc.

For further details, see Screen Colors in The "Defaults" File.

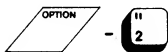


Selecting Screen Color from the Keyboard

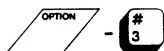
You can also change the color of the ink, border, and background of the screen while you are using Superscript. Just hold down 'Option' and press the 1, 2, or 3 number key. The keys to press for each area of the screen are:



Ink (intensity only)



Border



Paper

With the 'Option' key held down, if you press a number key repeatedly, that area of the screen will cycle through all the colors available.

'Option-4' restores the screen colors to those defined in the most recent 'sc' command. This will usually be a single 'sc' command in the "defaults" file.

## MORE ABOUT SUPERScript

### SOME APPLICATIONS OF THE TWO TEXT AREAS

On the next couple of pages we outline some specific examples of how you can use the two text areas effectively.

#### The Duplicate Command

In the Tutorial, you learned how to define a block of text with the 'Area Block' command. This block can be any size, from a single character to an entire document. Any block that you define remains the "current block" unless you use the 'Area Move' command to remove it from its original position.

One of the commands on the 'Area' menu is specially for use with the two text areas and the current block.

This is the 'Area Duplicate' command. It is intended for copying the current block from the other text area into the text area you're in.

So, for example, if you set the words "240 3rd Avenue" as the current block in Area 1, then used 'Go Change' to swap to Area 2, you would use 'Area Duplicate' to produce the words "240 3rd Avenue" in Area 2.

Before you use this command though, always make sure that text width is set to the same value in both text areas.

The duplicated block always appears at the cursor position.

The current block in the other text area is not affected by the 'Area Duplicate' command.

#### Cut-and-Paste

Load up a large document consisting of standard paragraphs in Area 1. Set a paragraph as the current block. Change to Area 2, and use 'Area Duplicate' to copy the current block. Change back to Area 1. Repeat the operation to build up a new document consisting of paragraphs selected from the old.

You could use the same technique to build up a selected mailing list in Area 2 from a longer list in Area 1.

#### Combined Wide Screen and Normal Screen Editing

You can extract numbers from one area and incorporate them into a document in the other. Set up Area 2, for example, for wide screen editing. This usually involves working with columns of numbers. Do your arithmetic calculations here.

Before you change to Area 1, define the numbers you want as the current block. This could be a single figure. The 'Area Table' command does not define a current block. However, you could use

'Area Table' to move a column to a blank part of the document -- where each item was on a separate line -- so that it could then be defined as a normal block and moved to where it's supposed to go.

When you've defined your numbers, change to Area 1, and 'Duplicate' the block. If the numbers wrap around onto two lines, you can edit them into another format. 'Control-N' and 'Control-D' will come in useful here.

Alternatively, if you only want a single number, place it in the calculator memory with 'Calc Add' ('Calc Zero' first), swap areas and use 'Calc Result' to recall the figure at the new cursor position.

### Mailing

In the tutorial, you created a merge letter and a merge list. Then you viewed the merged letters before printing them. Superscript read the names and addresses from the merge list on your disk into the merge letter in memory.

When you view your merged letter to check that everything is correct, you can save time if you have your merge letter in Area 2 (as letters are usually short) and your merge list in Area 1 (as merge lists are usually longer).

If you find something wrong, you can change text areas as necessary, make your corrections, file your corrected merge list or merge letter, and repeat your test.

### View Different Layouts of the Same Document

'Load' or 'Duplicate' the same document in both text areas. Set up different layout commands for each document. Use the preview facility ('Print View') to compare appearances.

### Quick Load and Print

If you're working in the larger text area, you can easily change to the smaller text area, load a file and view or print it, without affecting the main job.

## MORE ABOUT SUPERScript

### MERGING TWO DOCUMENTS USING ONE TEXT AREA

You can take text from existing documents to build a new document without typing all the text in again.

To take some text from one document and place it in another, load up the document containing the text you want to move. Mark the text as the current block, then use 'Document Append' to add it to the end of the document to which it is to be moved. If you don't want the text at the end, load up the second document and move the text to where you want it to go.

There are two ways you can create a new document from text in other documents. The method you use depends on the size of your documents. If your documents are short, use Method 1; if they are long, use Method 2.

#### Method 1

1. Load the document containing the largest piece of text you want in your new document, and delete any unwanted text. Make any other changes necessary.
2. Move the cursor to where the next piece of text is to go.
3. At the cursor position, load the next document containing text you want. Use 'Select Document Insert.'
4. Erase any unwanted text from the newly inserted document, and make any other changes necessary.

Repeat steps 3 and 4 until the new document is complete.

The disadvantage to this method is that, as the new document builds up, there will be less space left in your text area and you will be unable to load up any documents larger than the space available. If you think this will happen, use Method 2.

#### Method 2

1. Load the document containing the text that is to come first in the new document.
2. Erase the unwanted text and file the remainder on disk as the new document.
3. Erase the contents of the text area.
4. Load the document containing the text that is to come next in the new document. Mark the text you want as the current block and add it to the new document with 'Select Document Append.'

Repeat steps 3 and 4 until the new document is complete. You can then load the new document and make any other changes you wish.

BACKUP

Whatever else you do, it's vital that you know about the 'Backup' command because it's very important to make regular copies of your work disk. Superscript makes this very easy, allowing you to make a safety copy from the 'Document Utility' sub-menu.

We don't go into detail here because there's a full description in the **Reference** section.



THE "DEFAULTS" FILE

Introduction

On the Superscript program disk there's a document called "defaults." "Defaults" is a computer jargon word that usually means "standard values." Although it's an ordinary Superscript document, we refer to it by convention as the "defaults" file. The "defaults" file performs a simple but very powerful and flexible function within the Superscript system.

Whenever you load Superscript into your computer, you see the Start Up menu.

The second option on this menu, 'Create Work Disk,' is the one you use to prepare a new disk for everyday work. As part of preparing a disk, Superscript places a copy of the "defaults" file on it. (You can also prepare a disk with "defaults" on it with the command 'Document Utility Prepare.')

Once "defaults" is on your work disk, you can use it to set up many working conditions, selections, and pre-assigned commands for use during a word processing session.

To do this, just insert the work disk with "defaults" on it into the disk drive, check that the first Start Up menu option, 'Insert Existing Work Disk,' is highlighted, and press 'Return.'

Superscript finds "defaults" on the disk, loads it, and uses the information to set up the conditions for work. The setting up process involves these actions:

1. Superscript looks for 'Layout' commands in "defaults" and makes them its own set of internal values, using them as the standard values when you 'Print' and 'View' your document. If there is no "defaults" file, the existing internal settings are kept and used.

**Note:** Any 'Layout' commands in your document will be used in preference to Superscript's internal values.

2. **Glossary and Command Strings.** If Superscript finds any 'Esc' key command strings, it assigns these to the appropriate keys.
3. **Printer Set-up.** When Superscript finds the special layout command 'pd,' it treats every line after 'pd' as part of a special Printer Definition.

## "DEFAULTS" FILE

### Changing the Internal Settings While Working

Once you have established Superscript internal settings from a "defaults" file, you can change the working conditions to those of a "defaults" file on another disk without reloading Superscript.

To do this, place the disk with the new "defaults" file on it in the selected disk drive, then enter the 'Select P I S' command. When prompted 'ENTER Printer Type,' enter the name "defaults." This command changes the internal settings to those of the new "defaults" file, and these remain effective until overwritten by another "defaults" file in the same way, or you reload Superscript and insert a working disk with a different "defaults" file.

The contents of the text area are lost in this process, so if you want to keep what is currently in the text area remember to file it to disk first.

### Modifying the Defaults File

The "defaults" file is an ordinary Superscript document. So you can edit it and replace it on the disk, copy it, even erase it, just as if it were a letter or other document.

You can change the "defaults" file and make it set up exactly the working conditions you prefer. Moreover, you can have different sets of working conditions for different jobs.

Of course there are some rules to follow. We go through these in the following sections.

### Document Layout Values

At the beginning of the "defaults" file you will find one or more lines of 'Layout' commands such as:

```
l4:rm76:pl66:ci10:tm0:bm6:li6:sp0:of0▶  
eo0:cn:jn▶
```

You can place any of the layout commands shown in the following table in the "defaults" file. In order, the line of layout commands shown sets the left and right margins to columns 4 and 76, the page length to 66 lines, 10 characters per inch, the top margin to zero, the bottom margin to 6, 6 lines per inch, single spacing, no printer offsets, no centering, and no justification.



LAYOUT COMMANDS

INTERNAL VALUES

|    |                             |    |
|----|-----------------------------|----|
| lm | Left margin                 | 1  |
| rm | Right margin                | 80 |
| pl | Page length                 | 66 |
| ci | Characters per inch         | 10 |
| li | Lines per inch              | 6  |
| tm | Top margin                  | 0  |
| bm | Bottom margin               | 6  |
| sp | Line spacing                | 0  |
| in | Indentation level           | 0  |
| of | Printer offset              | 0  |
| eo | Even page printer offset    | 0  |
| hl | Left heading/footer margin  | 0  |
| hr | Right heading/footer margin | 0  |
| hy | Alternate headings YES      | NO |
| hn | Alternate headings NO       | NO |
| fy | Alternate footings YES      | NO |
| fn | Alternate footings NO       | NO |
| cy | Centering YES               | NO |
| cn | Centering NO                | NO |
| jy | Justification YES           | NO |
| jn | Justification NO            | NO |
| ry | Right alignment YES         | NO |
| rn | Right alignment NO          | NO |
| cm | Comment line                |    |
| sk | Skips line                  |    |
| pn | Page number                 |    |

To find out how these 'Layout' commands affect the appearance of the document, see the 'Layout' section of the Reference section.

You may wish to set up different layout values for different jobs. This is quite feasible since it is so easy and quick to change the internal settings to those of a different "defaults" file with the 'Select P I S' command sequence.

For example, a set of layout values for a report that has wide top, bottom and side margins, headings, 5 column indentation, 10 characters per inch, justification, and double spacing could look like this:

**Ⓜlm10:rm65:pl66:tm5:bm5:in5:ci10:h110▶**  
**Ⓜhr65:hy:fy:jy:sp1▶**

Values not mentioned here will be set to zero or off as appropriate.

However, a set of values more suitable for letter writing could look like this:

**Ⓜlm5:rm75:pl66:tm3:bm3:of30:ci12:jn:sp0▶**

Notice the 'of30' which offsets the print-out by 30 columns from column 1 on the printer -- suitable for printing single sheets when you use a single sheet feeder with your printer.

## "DEFAULTS" FILE

### SCREEN COLOR COMMAND

Superscript gives you control over the appearance of your screen, letting you choose the colors of the different areas of the screen and of the text that you see. The command that you use to do this is the 'sc' command. It is not available from the menus but must be placed in the "defaults" file.

#### The 'sc' Command

You can define the colors of three separate areas of the screen, using a command that would look something like:

■sc0,198,118▶

■sc14,198,70▶

The first number must follow the 'sc' command with no spaces, and the numbers must be separated by commas.

Each number identifies an area of the screen as follows,

|            |                       |
|------------|-----------------------|
| 1st number | Ink - Brightness only |
| 2nd number | Border                |
| 3rd number | Background            |

and indicates by its value the color and brightness that the corresponding area of the screen is to take.

If you give only one number in the 'sc' command, only the brightness of the ink is defined. If you give two numbers, these establish the ink brightness and border color, but not the background, and so on.

#### Colors Available

There are sixteen basic colors available and each color has eight levels of brightness (0,2,4,6,8,10,12 and 14). Combining these together gives you eight shades of each basic color.

To help you, we have tabulated below the darkest, mid and lightest shade for each basic color.

| <u>COLOR</u>        | <u>CODE</u>    |            |                 |
|---------------------|----------------|------------|-----------------|
|                     | <u>Darkest</u> | <u>Mid</u> | <u>Lightest</u> |
| Gray                | 0              | 6          | 14              |
| Light Orange (Gold) | 16             | 22         | 30              |
| Orange              | 32             | 38         | 46              |
| Red-Orange          | 48             | 54         | 62              |
| Pink                | 64             | 70         | 78              |
| Purple              | 80             | 86         | 94              |
| Red-Orange          | 96             | 102        | 110             |
| Blue                | 112            | 118        | 126             |
| Blue                | 128            | 134        | 142             |
| Light Blue          | 144            | 150        | 158             |
| Torquoise           | 160            | 166        | 174             |
| Green-Blue          | 176            | 182        | 190             |
| Green               | 192            | 198        | 206             |
| Yellow-Green        | 208            | 214        | 222             |
| Orange-Green        | 224            | 230        | 238             |
| Light Orange        | 240            | 246        | 254             |

### Defining Screen Colors

Follow these steps to define the screen colors that you want.

1. In Edit mode, type in your 'sc' command.
2. Enter a 'Select Print View' command. Your screen will change immediately to the colors in the 'sc' command.
3. When you have the colors you want, use 'Select Document Load' to load the "defaults" file.
4. Place your screen color command in the "defaults" file.
5. Store the "defaults" file. When you load Superscript, the colors you have defined will take effect as soon as you select an option from the Start Up menu.

### Changing Screen Colors from the Keyboard

Once Superscript is loaded, you can change the colors of the ink, border, and background at any time, with combinations of the Option key and the number keys 1,2,3, and 4. For more details of this see Changing Screen Colors in the Reference section. You will also find a description of using screen colors in More About Superscript.


## "DEFAULTS" FILE

### GLOSSARY AND COMMAND STRINGS

Details of how to define command keys are in Building Your Own Commands and Glossary in the More About Superscript section of the manual.

You can assign words, phrases, and Superscript commands to keys, and then enter the text or execute the commands with single key commands.

Each phrase or command string that appears in the "defaults" file is automatically made available as a command key. The phrase or string must appear in this form, on a line by itself:

e=/e!►

'Esc e' would erase the current line. Lower case 'e' and upper case 'E' can have different meanings.

For successful use of the feature, test your command strings with 'Set Command' before entering them into your "defaults" file.

### PRINTER SET-UP

The next section of the manual covers the topic of selecting your printer type in detail.

A number of Printer Definitions are supplied on the Superscript program disk. When you create a new work disk, Superscript asks for the name of your printer type. It then obtains the specified printer definition from the program disk, and adds it to the layout values and command strings already in the "defaults" file.

So, when Superscript processes the "defaults" file at start-up, it automatically defines the printer for you.

In the "defaults" file, all the lines following the special 'pd' layout command are part of the printer definition. If you edit your "defaults" file, be careful not to change the printer definition lines by mistake.

Look at the next section for details of how to tailor your printer definition to take advantage of its special features.

PRINTERS

Introduction

In this section, we try to cover as much about printers as we can. The reason we can't guarantee one hundred percent coverage of the topic is that there are several hundred printers on the market and each one is a pretty complicated machine.

Superscript is designed to work with a number of printer types, rather than with individual printers. Most users will recognize their own printers on the list of types, and so won't have any difficulty deciding which one to use. The next sections explain more about selecting printer type.

Deciding On Your Printer Type

We've included a number of printer definitions on your program disk. Below is a list of printers with their corresponding definitions.

| <u>Printer</u>                       | <u>Printer Type</u> |
|--------------------------------------|---------------------|
| Atari Matrix - 825                   | A825                |
| Atari Color Printer/ Plotter - 1020  | A1020               |
| Atari Matrix - 1025                  | A1025               |
| Atari Cylinder Letter Quality - 1027 | A1027               |
| Atari Matrix - 1029                  | A1029               |
| Atari Matrix - XMM801                | XMM801              |
| Atari Daisywheel - XDM121            | XDM121              |
| Epson                                | EPSON               |
| Diablo                               | DIABLO              |
| Qume                                 | DIABLO              |
| Juki                                 | DIABLO              |
| NEC Spinwriter                       | NEC                 |
| Ricoh 1600S                          | NEC                 |

If your printer is not on this list, you have various options:

1. If your printer is completely compatible with one of the definitions in the list, use that definition. Get this from your printer manual or your dealer.
2. If you're not sure whether your printer is compatible with any of the definitions, follow these guidelines:
  - 2.1 If your printer is dot matrix type but not an Atari printer, try the "epson" definition.
  - 2.2 If your printer is daisywheel type, you can probably use the "diablo" definition if all the following are true:
    - The printer can backspace/underline.
    - The print head can move in 1/120 inch increments.
    - The printer is not Spinwriter compatible.

## PRINTERS

- 2.3 If your printer is non-diablo daisywheel type, try the "daisywheel" definition (DAISYWHL. on your disk). This is not on the list because it's not intended for any single printer, but it is on your disk. This definition assumes that your printer can do a backspace.
3. If you're still unable to decide which definition to try, or if you've tried a likely one and it didn't work, you may have to modify one of the existing ones. This is done with normal Superscript editing commands -- see the section **Modifying Your Printer Definition**.

### Selecting Printer Type

We assume you've read through the previous section and you know which printer type to use.

You need to include the Printer Definition for your printer in your "defaults" file. This can be done automatically.

1. Load Superscript and wait at the Start Up menu. Leave the program disk in the drive.
2. Select the second option, 'Create Work Disk.'
3. When Superscript prompts 'ENTER Printer Type,' key in your printer type and press 'Return.' Superscript takes the "defaults" file and the printer definition you requested from the disk in the drive and retains it in memory.
4. Follow the prompts and wait while Superscript prepares the new disk. This includes placing a copy of the "defaults" file, complete with the printer definition, on the new disk.

This "defaults" file will be found and processed by Superscript every time you use the disk as the "Existing Work Disk" with the first option on the Start Up menu.

If Superscript is already up and running, you can change printer type with the 'Select P I S' command sequence, which changes Superscript's internal settings to those on an existing disk. When 'ENTER Printer Type:' appears, make sure there is a disk in the drive that contains the printer definition you want, and enter the printer type (a list of those available is given above). Then press 'Return.'

If your printer isn't working satisfactorily, you may need to:

- \* Modify the printer definition -- see the next section.
- \* Change the interface characteristics -- see **Troubleshooting with the Printer**.

### Modifying Your Printer Definition

A Printer Definition file is just an ordinary Superscript document. The original printer definitions are supplied on your Superscript program disks. If you need to modify a printer definition, you should first decide which of the originals to modify. The **Deciding On Your Printer Type** section will help you reach a decision.

Then, go through the process of selecting a printer type and including it in your "defaults" file, as described in the **Selecting Printer Type** section.

Next, load the "defaults" file up like an ordinary Superscript document and edit it with the aid of the information and examples in this section.

### The Printer Definition

The Printer Definition consists of lines of information about the control codes that the printer uses to perform its various functions.

These lines come immediately after the special 'Layout' command 'pd,' which is used only in the "defaults" file to mark the beginning of the Printer Definition.

Each line of control code information has two parts: numerical values on the left of a colon (:), and explanatory comment on the right.

When you edit the lines, you must always separate the numerical values from the comment with a colon.

The lines of the Printer Definition are in eight groups. The following sections explain each group in turn.

#### **Group 1: Lines 1-5: Interface**

These lines specify the physical characteristics of the interface to the printer. For full details, see the **Printer Interface** section, and the 'Interface' sub-menus in the **Reference** section.

For an RS232 interface, each line must have a value. Line 5 -- RS232 buffer size -- defines the number of characters the printer can accept while busy. If you lose characters when printing on an RS232 printer try reducing this number.

## PRINTERS

### Group 2: Lines 6-14: Printer Characteristics

These lines define certain basic capabilities of the printer.

Line 6 indicates the character to be sent at the end of each print line -- 13 for non-Atari printers and 155 for Atari printers.

Lines 10-13 indicate whether enhance, bold, shadow, and underline printing is to be done internally by Superscript (1) or not (0).

Line 14 is an exception, and allows you to increase or decrease the boldness of boldface printing by varying the number of character overstrikes.

### Group 3: Lines 15-28: Main Features

The lines in this group control the features that appear on the main 'Feature' command menu.

The numerical values to the left of the colon are the actual decimal ASCII codes that Superscript sends to the printer whenever it encounters the corresponding special features character in the text of your document.

For example, if "underline on," the 'U' character, is 27,45,1, these codes will be sent whenever 'U' is encountered. If your printer requires different codes for the feature named in the command, you can replace the given numbers with new ones, and these will be sent to the printer instead.

(If you really want to, you can change both the codes and the comment -- but you'd still have to select the 'Feature' command that corresponded to the original function.)

Notice that the first seven codes switch features ON, and the next seven switch the corresponding features OFF.

### Group 4: Lines 29-38: Secondary Features

These lines specify the printer features obtainable from the 'Feature Feature' sub-menu, as commands '1' to '0.'

If you want to add an extra feature, modify one of these lines to contain the codes for the feature you want. For Epson type we have inserted the codes that give access to different language character sets. The languages covered are shown in the comments.

Individual characters that vary by language are explained in Group 8.



**Group 5: Lines 39-47: Pitch**

These lines specify the available alternatives for characters per inch and lines per inch. If there are no numbers to the left of a colon, the corresponding character or line pitch is not available.

**Group 6: Lines 48-49: Character Set**

You can add codes to change the character set of your printer.

**Group 7: Line 50: Printer Initialization**

This single line specifies the codes that are automatically sent to the printer every time you use the 'Print' command. If there are no numbers to the left of the colon, no codes are sent.

You can use this line to set up your printer to use a preferred combination of features. For example, if you have Epson type and you always want to print at 12 characters per inch in italic characters, set this line to:

27,77,27,52:

Often, the codes in the line will appear elsewhere in the Printer Definition as separate items.

A further use for this line is to send printer reset control codes -- useful when a printer is being used by more than one person.

**Group 8: Lines 51-end: Variable Characters**

You can define up to 32 characters to print a special sequence. These may be used to print international characters on non-Atari printers or for other character redefinitions. The Printer Definitions on disk are set to international characters.

For example: ô is Atari ASCII value 5 which is understood by Atari printers. To get non-Atari printers to print ô, you must redefine it as a backspace ^. The code for this is 5, 111 (=o), 8 (=backspace), 94 (ASCII for ^.)

This group must be terminated by a colon (:).

## PRINTERS

### Editing Rules for the Printer Definition

1. Numbers must be separated from comments by a colon (:).
2. Numbers in a code sequence must be separated by commas, e.g. 27,193,18:
3. Only 1 code sequence on each line.
4. You can have as many numbers in a sequence as will fit on a line.
5. If a feature is not present or not used, place a colon in column 1.

### Your Modification Doesn't Work!

Failure can have several causes:

1. Wrong basic printer type.
2. Colon missing.
3. Comma missing.
4. Attempt to use a feature that the printer or the daisywheel does not have.

Non-standard printers can interfere with feature control. Some printers cannot accept mixed feature commands on one line, or cancel one command when another is received. It may help to print each feature on a line by itself, or precede a feature with a blank line.

See also Troubleshooting with the Printer below.

**Sending Control Code Sequences to Your Printer**

There are two ways you can send special control code sequences to your printer. The method you use depends on whether you want your features to be temporary or permanent.


**Building In Printer Features**

You can build control sequences into a "defaults" file so that they are always readily available.

Define these values in Group 5 of the "defaults" file printer definition -- the Secondary Features -- described earlier. The next time you load Superscript using this "defaults" file, or enter a 'Select P I S' command, these values will be included in Superscript's internal settings. Then, you can enter the 'Select F F' command and select the feature you want from the sub-menu '1 2 3 4 5 6 7 8 9 0 Escape Backspace.'

**The 'Layout Enter Feature' Command**

This layout command allows you to send a control code sequence to your printer from within your text. Available from the menus, it is more useful for features that you use only occasionally. It places a command that looks like

fe14,15►

in your document. See the Reference section for further details.

## PRINTERS

### THE PRINTER INTERFACE

The physical connection between your printer and computer is called the "Interface." You can define most of the characteristics of your printer interface from within Superscript.

Superscript can interface to a printer in one of two ways: via the Atari printer port or RS232 port number one of an 850 Interface Module.

The Atari printer port should be selected for all Atari printers and Centronics printers connected to the Centronics port of an 850 Interface Module. You can make this selection with the 'Select P I S' command.

### RS232 Interface

If you are using RS232, it is connected to port number one of an 850 Interface Module. For correct operation, connect the printer's busy signal to pin 6 of the port (DSR, data set ready).

If you are not using RS232, then the 850 Interface Module should be off when loading Superscript to give you maximum available text area. Switch it on again after loading if you have a Centronics printer connected.

You can modify any of three RS232 interface characteristics:

- Data Format (data bits and stop bits).
- Data Transfer Speed (baud rate).
- Parity Checking Type.

#### Data Format

"Data format" refers to the way in which characters are sent to the printer. Each character is represented by a number of "data bits" and "stop bits." The most common format is "8 data and 1 stop," and Superscript is initially set for this.

Check your printer manual to find out your setting. The options are:

|        |        |
|--------|--------|
| 6 data | 1 stop |
| 6 data | 2 stop |
| 7 data | 1 stop |
| 7 data | 2 stop |
| 8 data | 1 stop |
| 8 data | 2 stop |

If you can't find out, you'll have to try the other five formats in turn.

#### Data Transfer Speed

The symptom of incorrect baud rate setting is "garbage" appearing when you try to print, or "losing" characters from printed text.

Read your printer manual to find out what baud rate setting to use. The options are:

- 110
- 300
- 600
- 1200
- 1800
- 2400
- 4800
- 9600

## PRINTERS

The baud rate is sometimes determined by a switch on the printer, so check your printer switches against the manual.

The most popular settings are 1200 and 300, in that order.

### **Parity**

"Parity" refers to the way the printer checks the accuracy of the data it receives. Many modern printers don't check parity, and Superscript is set for "No parity."

Check your printer manual to find out the parity checking method used. The options are:

NoParity  
Even  
Odd  
Set

### Line Feed: ON Or OFF

Most printers automatically do a line feed after a carriage return, and Superscript assumes that your printer will.

There are four possible combinations:

#### **Superscript Line Feed**

1. ON
2. ON
3. OFF
4. OFF

#### **Printer Line Feed**

ON  
OFF  
ON  
OFF

Combinations 1 and 4 are wrong. 1 will produce double line feed, like double spaced text. 4 will result in all information being printed on one line.

You have control over Superscript's line feed and can switch it on or off at the first 'Printer Interface' sub-menu.

Changing Superscript's Printer Set Up

You should now have a good idea what settings Superscript must use for your printer to work properly.

Changing the printer set up is done from the 'Printer Interface' sub-menu.

1. Select printer interface type.
2. If you have an RS232 interface, Superscript automatically presents the sub-menu for Data Format, Data Transfer Speed (Baud rate), and Parity. See **Printer Definition** about printer buffer size.
3. You may need to go through the menu more than once until your interface is defined correctly.

## PRINTERS

### TROUBLESHOOTING WITH THE PRINTER

This section provides a guide to overcoming difficulties when printing. We can't anticipate every possible error, but the most common ones are covered.

Cross References:

|   |                                    |
|---|------------------------------------|
| I | Printer Interface.                 |
| M | Modifying Your Printer Definition. |
| R | Reference section.                 |
| L | Line Feed: ON or OFF.              |

| <u>Symptom</u>              | <u>Possible Cause and Action</u>  |
|-----------------------------|---|
| No output                   | No power.<br>Off-line.<br>Not connected to computer properly.   |
| Printer error light/tone    | No paper.<br>Connector wiring faulty.<br>Ribbon finished.<br>Ribbon not seated.<br>Daisywheel not seated.<br>Paper jam/misfeed. |
| Prints garbage              | Wrong baud rate. (I)<br>Wrong data format. (I)<br>Wrong parity (I).<br>Internal printer switches wrong.<br>Wrong daisywheel.    |
| Garbage between words       | Justification on and<br>wrong printer type. (M)   |
| Losing characters           | Baud rate too high. (I)<br>Busy signal from printer not<br>connected properly.<br>RS232 buffersize too large (M)                |
| Print head malfunction      | Wrong control codes. (M)  |
| Double line feed            | Both Superscript and printer linefeed<br>on. (L)  |
| Print all on same line      | Both Superscript and printer linefeed<br>off. (L)   |
| Unwanted carriage returns   | Text line too long for printer carriage.  |
| Text runs past end of paper | Page length ('pl') too long. (R)<br>Wrong top alignment.<br>Printer needs resetting.  |



## PRINTERS

|                             |   |
|-----------------------------|---|
| Text starts at wrong column | Printer needs resetting.<br>Printer 'of' or 'eo' offset command<br>present or absent. (R) |
| Text spread out wrongly     | Paragraph marker missing. (R)<br>Margins too narrow. (R)                                  |
| Text "creeps" up page       | Page length ('pl') too short. (R)   |
| Unexpected performance      | Wrong control codes.  |

### TESTING YOUR PRINTER

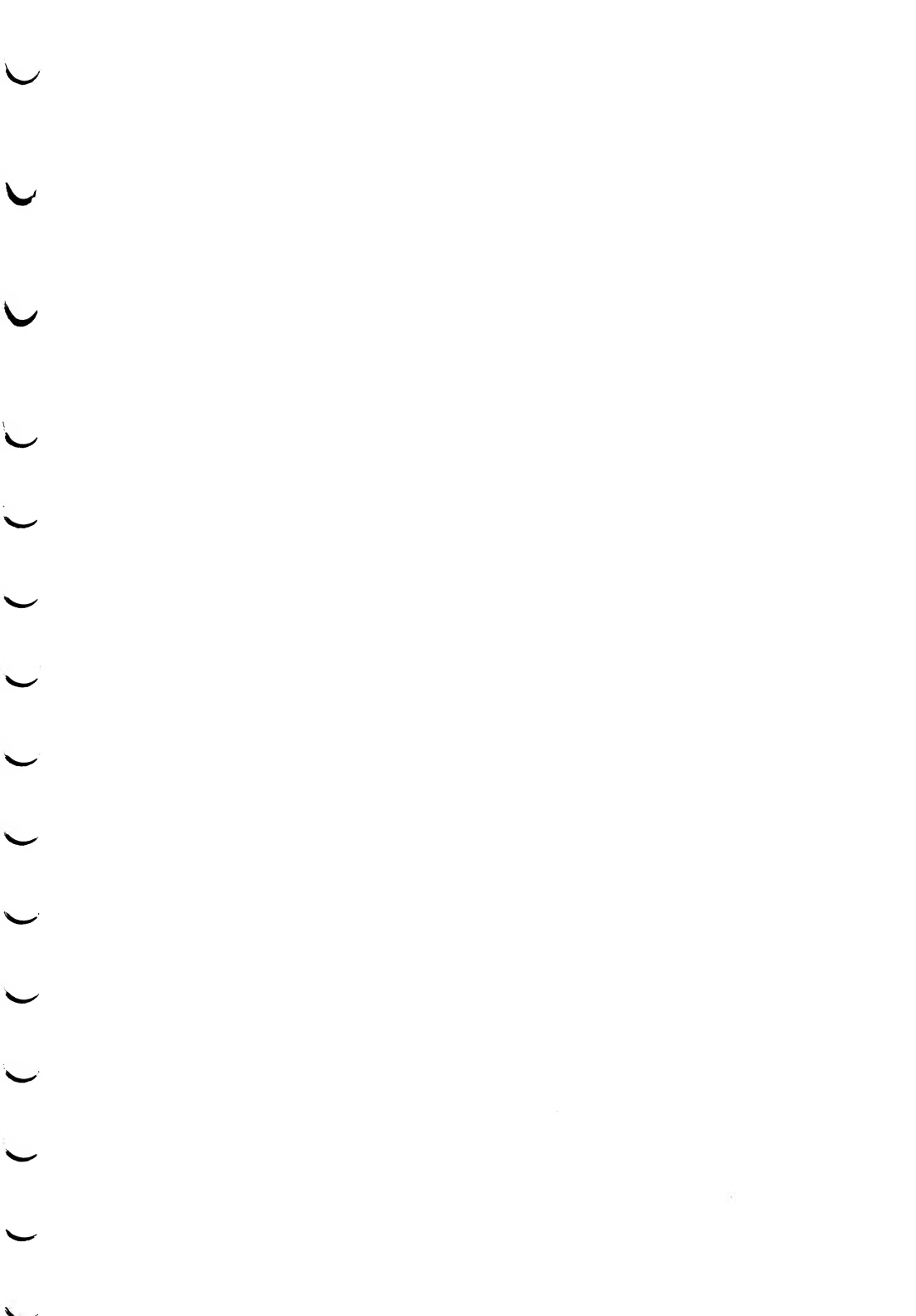
When you've modified your Printer Definition or changed your interface characteristics, you should test the performance of your printer.

We've included a document on the Superscript program disk for this purpose. It's called "PRINTER.TST."

Load up "PRINTER.TST" and print it in the normal way with the 'Print Print' command. If you've got your printer definition right, your print-out will demonstrate all the standard features available.

Each paragraph explains what it's supposed to demonstrate, so "PRINTER.TST" is self-explanatory.

\_\_\_\_\_





### SUPERSCRIPT REFERENCE MANUAL

#### REFERENCE GUIDE

1. Overview of the menu structure.
2. Basic facts about Superscript, including Loading, How To Use Command Menus, Control Keys, and Help.
3. Detailed explanations of all commands, arranged in menu order.

You can use the Table of Contents and the Index to help you find the topic you want.

#### GETTING OUT OF COMMANDS



From any point into EDIT.



To previous menu or activity.



From system lock into EDIT mode.

## MAIN MENU OVERVIEW

### MAIN MENU COMMANDS

You obtain the primary command menu by pressing the 'Select' key. The menu includes the following commands:

|   |
|---|
| Go Erase Area Print Document Set Tab<br>Layout Quit Calc Feature Help |
|---|

Note. Generally, the '>' symbol after a command denotes a sub-menu of further commands. We define these commands in the relevant primary command section, as indicated by the page number on the right. As every command on the main menu accesses a sub-menu, the '>' symbol has not been used.

GO



Page 17

Move cursor.

|   |
|---|
| Start End Top Bottom Left Right<br>Number Up Down Change Previous |
|---|

This command presents a menu of commands for moving the cursor around your screen and document.

ERASE



Page 20

Erase functions.

|  |
|--|
| Character Word Endofline Line Block<br>Sentence Paragraph Rest All |
|--|

Use these commands when you want to erase portions of text. A portion can be any size, from the whole document down to a single character.

AREA



Page 23

Edit text area.

|  |
|--|
| Block Repeat Move Table Case Format<br>Goto Duplicate Insert |
|--|

When you need to cut and paste parts of your text, use these menu commands.

**PRINT**



Page 27

Print or view current document.

View Resume Print Store From# Merge  
Link Copies Wait Odd Even Interface>

Use these commands to print or view your document, having first made special selections such as number of copies, and starting page number. The 'Interface>' sub-menu leads to the commands for selecting and defining your printer correctly.

**DOCUMENT**



Page 34

Filing, merge, spell and disk functions.

Load Replace File Insert Name Block  
Append Directory Merge> Spell> Utility>

Use these commands when you want to move your document between your work area (the screen) and your filing system (the disk). The 'Merge>' sub-menu gives you access to commands for mail merge functions. The 'Spell>' sub-menu allows you to check your document against the spelling word dictionary. The 'Utility>' sub-menu gives you access to all the commands for direct disk operations, such as 'Backup' and 'Erase.'

**SET**



Page 56

Set mode, text, or search functions.

Insert Layout Hyphen Numeric Decimals  
Join Wordwrap Text Command Search>

Use these commands to change modes of operation, insert the layout command character, insert "hard" spaces and "soft" hyphens, set up strings of commands for one touch execution, or carry out "Search and Replace" operations.

## MAIN MENU OVERVIEW

### TAB



Page 64

Standard, numeric, and line tabs.

Tab Back Set Release Numeric Clear  
Default Line>

These commands are for setting up the tab positions for quick movement around the screen. You can choose standard, numeric, or line tabs.

### LAYOUT



Page 69

Define document appearance.

Release Comment Link Pause Border>  
Enter> Margins> Set>

Use this menu to place layout commands in the text of your document to control its printed appearance. Layout commands do not affect the document while you're editing it, only when you print or view it. They do not appear in the printed text.

### QUIT



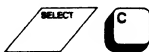
Page 86

Exit Superscript.

No Yes

Use this command to quit Superscript, abandoning any text in memory.

### CALC



Page 87

Calculator and math functions.

Zero View Add Subtract Multiply Divide  
Percent Result Table Line Column

With this menu of commands you can use Superscript's calculator and arithmetic functions. The calculator can be either interactive, accepting the values you key in, or it can act on values in the text. There are also commands for adding up lines and columns of figures.



FEATURE



Page 93

Select printer feature.

**Underline Bold Shadow Condense Enhance**  
**1-Superscript 2-Subscript Feature>**

Use these commands to obtain standard printer features such as boldface and underlining. The 'Feature>' sub-menu allows you to use any special features that you have defined in your "defaults" file as part of your printer definition. See **Modifying Your Printer Definition**.

HELP



or



Page 97

Get help.

Use either of these commands when you want general help about Superscript features that are not covered in the menu command help messages.

Help covers two topics:

1. How to execute menu commands, exit menu commands, quit functions and repeat commands.
2. The Control Commands.

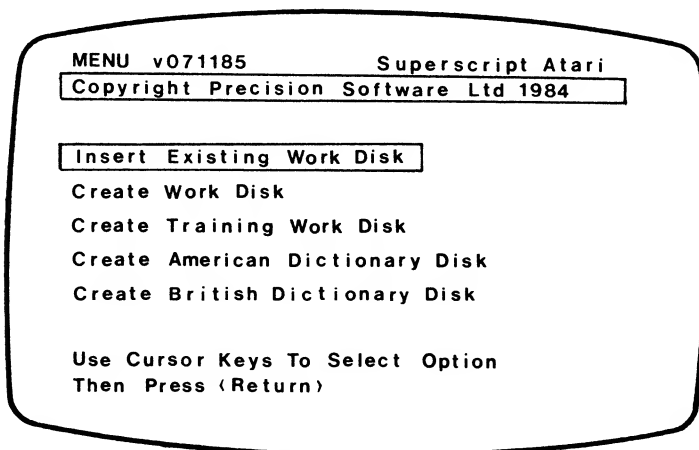
## BASIC FACTS

### LOADING SUPERScript

1. Connect all equipment.
2. Insert the Superscript disk in the disk drive.
3. Switch on the monitor, printer and disk drive. See 850 Interface Module below.
4. Switch on the computer.

The Superscript logo will appear within a few seconds and remain on screen while Superscript is loading.

When loading is complete, you'll see this menu:



**850 Interface Module.** If you have an 850 Interface Module and it is switched on while loading Superscript, the RS232 device handler will be downloaded and your text area decreased by approximately 40 lines. If the RS232 handler is not required, then you should leave the 850 switched off while loading Superscript to retain the maximum text area.

**Normal Work.** Insert any work disk and press 'Return.' Superscript expects to find a file called "defaults" on the disk. If Superscript doesn't find "defaults," you'll get a "Document Not Found" message. You can continue to work normally, using Superscript's internal printer settings, which are initially set up for the Atari XMM801 printer.

**New Work Disk.** Highlight the 'Create Work Disk' option and press 'Return.' Superscript prompts 'Insert Program Disk: <Return>.' Ensure your program disk is in the drive and press 'Return.' Next, Superscript requests the name of your printer type. A list of the types you can choose from is given below.

| <u>Printer</u>                       | <u>Printer Type</u> |
|--------------------------------------|---------------------|
| Atari Matrix - 825                   | A825                |
| Atari Color Printer/ Plotter - 1020  | A1020               |
| Atari Matrix - 1025                  | A1025               |
| Atari Cylinder Letter Quality - 1027 | A1027               |
| Atari Matrix - 1029                  | A1029               |
| Atari Matrix - XMM801                | XMM801              |
| Atari Daisywheel - XDM121            | XDM121              |
| Epson                                | EPSON               |
| Diablo                               | DIABLO              |
| Qume                                 | DIABLO              |
| Juki                                 | DIABLO              |
| NEC Spinwriter                       | NEC                 |
| Ricoh 1600S                          | NEC                 |

If you need any more help see **Deciding On Your Printer Type** in the **Printers** section.

Superscript reads the printer definition you entered from the program disk. Next you see a prompt to place the disk that is to become the new disk in the drive (use a blank disk or one that you want to recycle). Press 'Return' to confirm you want to continue.

Superscript creates the "defaults" file on your new disk with the appropriate printer definition. When the disk is ready and the printer definition executed, you are prompted to confirm the printer type by pressing the space bar. Then you are returned to the Edit Screen and can start work.

**When Learning.** Highlight the 'Create Training Work Disk' option, press 'Return.' Superscript does a special backup of your program disk and copies a set of example files onto a new disk, which you can use as a Training Work Disk. You are asked to enter the name of your printer type -- look at the list given above for guidance. When you come back to the Start Up menu, just leave the Training Work Disk in position, and press 'Return' to start work.

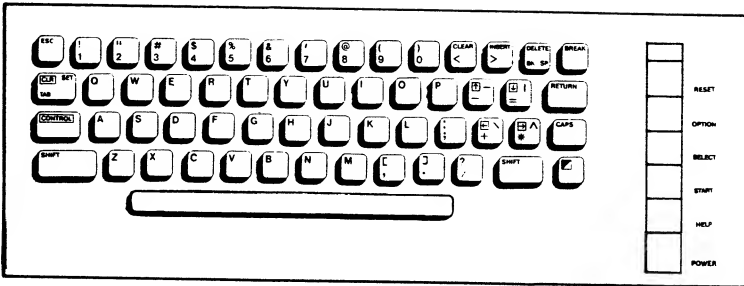
**Dictionaries.** You create a dictionary disk in a similar way to creating a 'Training Work Disk.' First highlight 'Create British or American Dictionary Disk.' Both Master Dictionaries are on the reverse side of the program disk so when prompted 'Insert Dictionary Disk: <Return>,' turn the program disk over, insert it in the drive and press 'Return.' Superscript then creates the appropriate dictionary on your disk.

See **Checking Your Spelling** in the **More About Superscript** section for an explanation of how to use Superscript's spelling checker and your choice of American or British dictionary disk.

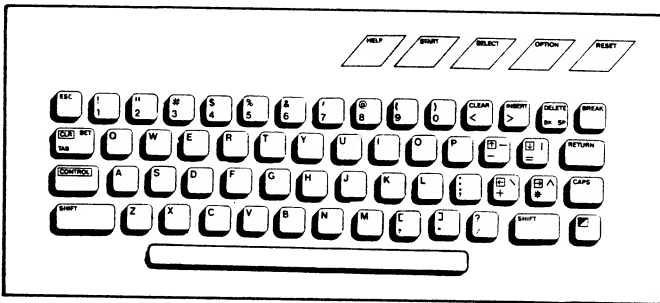
## BASIC FACTS

### DIRECT KEYBOARD COMMANDS

#### The Atari 800XL Keyboard



#### The Atari 130XE Keyboard



Below, we list the special keys on the keyboard, and how they are used in Superscript.



You can get 'Help' with this key.



You exit from menus and Viewing with this key.



You 'Select' menus and commands with this key.



This key is always used with another, such as the cursor keys to move the cursor to the start of the next word or paragraph.



You can 'Reset' the computer from a system lock back to the Edit Screen with this key.



You can assign a string of commands or characters to a key, and use 'Esc' to execute them. Also exits from menus and Viewing.



The 'Control' key is always used with another key such as the 'R' key which repeats the last menu command.



Use this key to quit a function. It has the same effect as 'Control-Q.'



Use this key to mark the end of a paragraph of text or to execute a highlighted menu command.



Switches on CAPITALS mode. In this mode you get upper case 'A' to 'Z' and lower case for remaining keys on the keyboard. A mode indicator, 'U' for upper case, is displayed on the Status Line.



Use this key to display international characters on screen. For example 'Atari-h' displays '#.' See Appendix C for details.



Use this key to move the cursor left a character and erase the character under the cursor.

### 'Shift' Keys

To use the following keys you must press 'Shift' as well as the key. In the manual, we refer to these keys only by their name, the 'Shift' is not mentioned every time.



Use this key to move the cursor to the beginning of the document.



Use this key to 'Insert' a space at the cursor position.



Use this key to 'Delete' the character to the left of the cursor.

### Cursor Keys

On the Atari 800XL and 130XE you normally operate the cursor keys by holding down 'Control' and pressing the cursor key required. To help you in editing your documents we have provide a more convenient Cursor Mode which allows you to use the cursor keys without holding down 'Control.' You can switch this mode on with 'Control-Caps' and a mode indicator, 'C' appears on the Status Line until you switch Cursor mode off again.

To use the other characters on the keys, hold down 'Control' and press '-', '=', '+', or '\*', and hold down 'Shift' and press '-', '|', '\', or '^.'

When selecting options from menus and marking blocks, use of the 'Control' key is optional.

## BASIC FACTS

### THE EDIT SCREEN

|          |                 |     |     |
|----------|-----------------|-----|-----|
| EDIT     | W.I.N.M.I.C.U   | L:1 | C:1 |
| Filename | SELECT for Menu |     |     |
| /        | /               | /   | /   |

### HOW TO USE COMMAND MENUS

Start using Superscript by browsing through the menus.

1. Press 'Select' for main menu.
2. 'Cursor Right' or 'Cursor Left' to highlight command.
3. Press 'Return' to execute command.

Every main menu command displays a sub-menu. Use exactly the same steps as above to select any command or further sub-menu. Use 'Break' to quit the menu and go back to your Editing screen.

### BYPASSING COMMAND MENUS

Once you know the command you want, you can cut out the cursor movement step.

1. Press 'Select' from main menu.
2. Press initial letter of command.

Superscript executes the command immediately -- so don't press 'Return.'

### HELP

There are two kinds of help: Help messages and Help screens.

Help messages are the one line explanations of commands that you see when you move the highlight around the menus. Help screens are viewed with the command:



Help covers two topics:

1. How to execute menu commands, exit menu commands, quit functions and repeat commands.
2. The Control Commands.

You can then flip through the available help with 'Return,' or use 'Control-Q' to go back to your Editing screen.

### CONTROL KEY COMMANDS

All the letter keys on the keyboard have a different effect if you press them while holding down the 'Control' key. Some of the keys are pre-assigned and can't be changed, but we have made it possible for you to perform many often used menu commands with 'Control' keys as well.

You'll also find an alphabetic list of all the 'Control' key commands in the Quick Reference.

#### Commands You Should Know



**Quit.** Use this command to quit any function, including viewing and printing.



**Repeat.** Use this command to repeat any menu command. It does not repeat a 'Control' command, or cursor movement.

#### Cursor Movement Commands



**Beginning of text.** Moves the cursor to the start of your document.



**End of text.** Moves the cursor to the end of your document.



**Next word.** Moves the cursor to the first character of the next word.



**Previous word.** Moves the cursor to the first character of the previous word.



**Next paragraph.** Moves the cursor to the first character of the next paragraph.

## BASIC FACTS



**Previous paragraph.** Moves the cursor to the first character of the previous paragraph.



**Previous line.** Moves the cursor to the last column on the previous line. When repeated, moves the cursor to the last text character on the line.



**Previous character.** Moves the cursor left one character.



**Next character.** Moves the cursor right one character.



**Previous line.** Moves the cursor up one line.



**Next line.** Moves the cursor down one line.



**Tab forward.** Moves cursor to next tab position.

## Text Commands



**Change case.** Changes the case of the word or part of the word under and to the right of the cursor.



**Clear entry.** Clears the whole word or string of characters the cursor is on. Does not close up the text.



**Delete word.** Deletes the characters from the cursor to the beginning of the next word, including spaces. Closes up the text.



**Layout character.** Enters the document layout character in text.



**Insert space.** Inserts a space at the position of the cursor.



**Insert on/off.** Switches 'Insert' mode on. Repeat to switch 'Insert' off again.



**Append block.** Copies the "current block" at the cursor position.





**New line.** Breaks the line at the cursor position with a paragraph marker and moves the rest of the line to the next line.



**Terminate line.** Terminates the line at the cursor position with a paragraph marker and erases the rest of the line. Moves the cursor to the beginning of the next line.



**Reformat document.** Processes your whole document to remove "split" words at the ends of lines. 'Wordwrap' must be operative.



**Reformat paragraph.** Processes the paragraph the cursor is in with the same effect as 'Control-X.' 'Wordwrap' must be operative.



**Executes command.** Enters the current commands or marks the end of a paragraph. This corresponds to pressing the 'Return' key.

The 'Control' key options enable you to include these commands in 'Esc' key commands. See 'ESC' KEY COMMANDS.

### REPEAT COMMAND

You can use 'Control-R' to repeat the last menu command selection.

This is very useful when you have to perform one command several times in succession.

For example, if you need to set six numeric tabs, first clear the existing tabs and then use the command 'Tab Numeric' at the first cursor position. For the other tabs, all you need do is move the cursor to the next position and use 'Control-R.'

'Control-R' does not repeat other 'Control' key commands, 'Esc' commands, or cursor movement.

Other typical situations where 'Control-R' is useful are:

- Moving up or down a screen.
- Erasing a word or a line.
- Performing calculations.
- Performing line or column addition.
- Viewing the directories of disks.
- Setting merge document markers.
- Viewing or Printing a document.

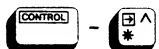
## BASIC FACTS

### EDITING PROMPT ENTRIES

You can use certain basic editing commands to alter what you type in response to Superscript's prompts on the top Status Line.



Move cursor left.



Moves cursor right.



Deletes character left.



Erases character left and moves the cursor over the space ready for retyping.



Inserts character at the cursor.



Clears entry.

The '?' character has special meaning in in spelling dictionary checking. The '^' has special meaning in heading and footing text, search strings, and 'Esc' commands. See the appropriate sections for details.

### 'ESC' KEY COMMANDS

You can use the 'Esc' key to execute any command that you have previously stored with 'Set Command.'

This command allows you to assign strings of text and/or strings of characters that represent many commands to any of the keys on the keyboard. The assigned text and command characters are known as a "command string."

You can store command strings in memory or on disk in your "defaults" file. Command strings stored in a "defaults" file are available each time you load Superscript using that "defaults" file; or, you can use the 'Select P I S' command to replace Superscript's internal settings with the values in that "defaults" file, without reloading Superscript.

To execute a command string, you press 'Esc' followed by the key that has the command string assigned to it.

**Example** The key 'A' has been assigned the string: /dlmyfile^m

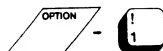
This represents:

'Select Document Load myfile <Return>'

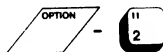
'Esc A' will load the file in one go. See Building Your Own Commands and Glossary for further details.

CHANGING THE SCREEN COLORS

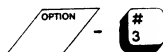
You can assign different colors to different parts of the screen, which is apportioned as follows: the border, ink (or text), and the main screen background (or paper). You can change the color of each of these from the keyboard.



Change text intensity.



Change border color.

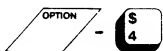


Change background color.

With the 'Option' key held down, repeatedly pressing one of the number keys shown will cause the corresponding area of the screen to cycle through all the available colors.

You can also define a 'sc' command and View it to get the screen colors you want immediately. If you then place the 'sc' command in the "defaults" file and save the file, those screen colors will take effect each time you load Superscript. For full details of this and the colors available, see The "Defaults" File section.

After changing the screen with the Option and 1,2, or 3 keys, then



restores the screen to the colors defined by the most recent 'sc' command. This is usually a single 'sc' command in the "defaults" file defining the Start-Up colors.

On a monochrome screen the colors comprise black, white and a range of grays.

## BASIC FACTS

### THE CONFIRMATION SUB-MENU

Superscript uses a standard sub-menu to give you a chance to double-check before erasing the document in memory. This is called the "Confirmation Sub-menu." The choices are

|                 |
|-----------------|
| Proceed Abandon |
|-----------------|

You select your command in the normal way.

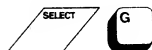
The Confirmation sub-menu appears during the processing of many commands, but only if there is some text in memory and the command will destroy memory text, such as 'Erase All.'

### NOTE:

As you must press 'Select' to enter any of the following commands, to reduce repetition, it has been omitted from the key sequence given on the left of each description.

THE GO COMMAND

## GO



Move cursor.

Moves your cursor quickly to selected places on the screen or in your document.

GO commands available are:

|        |     |      |        |          |       |
|--------|-----|------|--------|----------|-------|
| Start  | End | Top  | Bottom | Left     | Right |
| Number | Up  | Down | Change | Previous |       |

## GO START



Go to start of text.

Moves the cursor to column 1, line 1 of your document. You can achieve the same effect with 'Clear.'

|                    |
|--------------------|
| <i>Control Key</i> |
| <i>Alternative</i> |
| Control- B         |

Go to beginning of text.

## GO END



Go to end of text.

Moves the cursor to the last character of your document.

|                    |
|--------------------|
| <i>Control Key</i> |
| <i>Alternative</i> |
| Control- G         |

Executes the same command.

## GO TOP



Go to top of screen.

Moves your cursor to the top of the screen, in the same column.

## GO

### GO BOTTOM



Go to bottom of screen.

Moves the cursor to the bottom of the screen, in the same column.

### GO LEFT



Go to left of screen.

Moves the cursor to the left-hand edge of the screen on the current line. If necessary, use 'Control-R' to repeat the command and go to the left end of a line that's wider than 40 columns.

### GO RIGHT



Go to right of screen.

Moves your cursor to the right-hand edge of the current screen, normally column 40. As above, repetition of the command with 'Control-R' will get to the right end of a line that's wider than the screen.

### GO LINE NUMBER



Go to line number entered.

When you want to move to a particular line use this command. Superscript prompts 'ENTER Line Number.' Enter the line number you want and press 'Return.' The cursor moves to the first character of the line specified.

The line is displayed as the second line from the bottom of the screen, unless it is one of lines 1-20. To find out the maximum number of lines in the text area enter 999 at the prompt. The cursor goes to column 1 of the last line of the text area.

### GO UP



Move up a screen.

Displays the previous 21 lines of your document without changing the position of the cursor on the screen. The line at the bottom of the screen when the command was entered remains visible to provide continuity.

## GO DOWN

Move down a screen.



Displays the next 21 lines of your document or unused text area, without changing the position of the cursor on the screen. The line at the top of the screen when the command was entered remains visible to provide continuity.

## GO CHANGE

Go to other text area.



Moves you between the two text areas. The cursor will appear at its last location in the other text area. This command is only available on 128K machines. For more discussion of the two work areas see **Using the Second Text Area** in the **More About Superscript** section of the manual.

## GO PREVIOUS

Go to right end of previous line.



Moves your cursor to the last column position of the previous line. If repeated (use 'Control-R'), moves the cursor to the last text character on that line. This is useful for moving up the right-hand edge of the text to modify Superscript's 'Document Layout' commands.

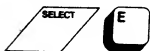
| <i>Control Key<br/>Alternative</i> |
|------------------------------------|
| <b>Control-Y</b>                   |

Executes the same command.

## ERASE

### THE ERASE COMMAND

#### ERASE



Erase functions.

Use these commands when you want to erase portions of text. A portion can be any size, from the whole document down to a single character.

|  |
|--|
| Character Word Endofline Line Block<br>Sentence Paragraph Rest All |
|--|

#### ERASE CHARACTER



Erase character to left of cursor.

Place the cursor immediately to the right of the character to be erased. Key in this command. The character to the left of your cursor is erased and text to the right closes up. This action is normally achieved with the 'Delete' key. We include it as a menu option so you can specify it as part of a Superscript command string.

#### ERASE WORD



Erase from cursor to next word.

Erase the word or part of the word to the right of the cursor, including the character the cursor is on. The command also erases spaces, leaving the cursor actually on the start of the next word. The 'Erase Word' command closes up the text, so it's very useful for "pulling" words or whole lines over to the left, or up onto the previous line. If you want to move a whole column, the 'Area Table' command may be what you need.

|  |
|--|
| <i>Control Key</i><br><i>Alternative</i> |
| Control-D                                |

Delete word or part of word to the right of the cursor.

#### ERASE ENDOFLINE



Erase from cursor to end of line.

Erase from the cursor position to the end of the current line. Use this command to get rid of unwanted text.



**ERASE LINE**

Erase current line.



Erase the whole line marked by the cursor. The cursor ends up in column 1 of the next line. Use 'Control-R' to repeat when you need multiple lines erased.

**ERASE BLOCK**

Define block from cursor on and erase.



Use this command to erase a block of text. First you are prompted 'Use Cursor To Mark Block.' Now use the 'Cursor Down' or 'Cursor Right' key to highlight the exact block you want to erase, and press 'Return' to erase it. You can use 'Cursor Up' and 'Cursor Left' keys to shorten the block, but you can't extend the block above the point where it begins.

The character the cursor is flashing on is not part of the block. To cancel the operation, move the cursor back to the beginning of the block and press 'Return.'

**ERASE SENTENCE**

Erase from cursor to next ! ? or .



Erase all the text between the cursor and the end of the sentence. Superscript understands a sentence as text ending with a period (full stop), exclamation or question mark, followed by space. The cursor ends up on the period (full stop), exclamation or question mark.

**ERASE PARAGRAPH**

Erase from cursor to next para marker.



Erase all the text between the cursor and the end of the paragraph the cursor is in. Superscript defines a paragraph as text ending with a paragraph end marker (the ► character). The cursor ends up on the paragraph marker.

## ERASE

### ERASE REST



Erase text from cursor on.

Erase all text between the cursor and the end of the document. Superscript pauses and prompts you with the Confirmation sub-menu: 'Proceed Abandon.' 'Proceed' is always highlighted, so all you need to do is press 'Return' to erase the text.

You can get out of this situation safely in one of three ways:

Highlight 'Abandon' and press 'Return.'  
Press 'A'  
Control-Q or Break

### ERASE ALL



Erase all text.

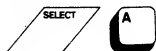
Erase all text in the current document. This does just as it says -- it clears out your text completely. Since it's such a drastic command, if you have any text in memory Superscript pauses and prompts you with the Confirmation sub-menu: 'Proceed Abandon.' 'Proceed' is always highlighted, so all you need to do is press 'Return' to erase the document.

You can get out of this situation safely in one of three ways:

Highlight 'Abandon' and press 'Return.'  
Press 'A'  
Control-Q or Break

THE AREA COMMAND

## AREA



Edit text area.

Often you will want to work with areas of text larger than a single character or word. The 'Area' commands allow you to define an area of text, which you can then manipulate in various ways. The only partial exception is the 'Area Insert' command, which simply inserts a blank line in the text.

Block Repeat Move Table Case Format  
Goto Duplicate Insert

## AREA BLOCK



Define a block of text.

You must use this command to define a block before manipulating it with other 'Area' commands. You can have blocks of any size, ranging from a few characters to very large text areas. Place the cursor at the start of the block of text to be worked on. Enter this command.

You are prompted 'Use Cursor To Mark Block.' Now move the cursor down and across to mark the exact block you want and press 'Return.' The character the cursor is on is not part of the block. We refer to the block you have marked as the "current block." The current block is used by the other commands in this sub-menu.

You can't extend your block to the left or above the cursor start position. If you wish to do this, cancel your block by returning to the start position and pressing the 'Return' or the 'Cursor Left' key. Then reposition your cursor and start again.

## REPEAT BLOCK



Copy current block at cursor position.

Place the cursor at the point in your document where you want the current block to be repeated. Enter this command. The current block is inserted at the cursor position. The cursor ends up at the end of the repeated block. The original block is not affected. To repeat the current block more than once, move the cursor to the

## AREA

second position and use the repeat command 'Control-R.'

| <i>Control Key</i> |
|--------------------|
| <i>Alternative</i> |
| Control- A         |

Copy current block at cursor position.

### MOVE BLOCK



Move current block to cursor position.

Place the cursor at the point in your document where you want the current block to appear. Enter this command. The current block is moved to the cursor position and erased from its original position. You cannot repeat this command, as there is no current block after using it.

### MOVE TABLE



Define and move column block.

This command is mainly intended for moving discrete columns within the text, such as columns of figures, or lists with just a few words on each line. It's not intended to help you do two column printing. The command can be very useful for repositioning columns on the screen, but remember to take your margins into account or you may get layout errors when you try to print.

When working with columns, text is overwritten by the column being moved, so it's a good idea to use an extra wide text width and insert some extra lines, to give yourself room to work. Remember, the text width for editing is quite different from the layout margins for printing. Place the cursor at the top left corner of the column block you want to move. Enter this command.

Superscript prompts 'Use Cursor To Mark Table.' Use the 'Cursor Right' key to move along the top of your column block. Then use the 'Cursor Down' key to move down the right hand side of the block, tracing out the two sides of a rectangle. The highlighted characters, including the cursor character, are part of the block.

Press 'Return,' and the cursor returns to the top left corner of the marked block.

The prompt reads 'Use Cursor To Move Table.' With any of the cursor keys, move the column block to its new position and press 'Return.' This ends the operation.

## CHANGE CASE



Change case of current block.

This command changes the case of the current block in three possible ways.

1. If the first character of the block is lower case, the whole block is changed to upper case.
2. If the first two characters of the block are upper case, the whole block is changed to lower case except for the first letter.
3. If the first character is upper case and the second character is lower case, the first character is changed to lower case.

The changes operate as a cycle, so, for example, if your block is in condition 3, the next change will be to condition 1.

| <i>Control Key</i> |
|--------------------|
| <i>Alternative</i> |
| Control- F         |

Change the case of the word or part word to the right of or under the cursor.

## FORMAT PARA



Reformat current paragraph.

This command tidies up any lines with words that extend from one line to the next.

Use the command after you have deleted characters or blocks within a paragraph and wordwrap has been lost.

| <i>Control Key</i> |
|--------------------|
| <i>Alternative</i> |
| Control- Z         |

Reformat current paragraph.

| <i>Control Key</i> |
|--------------------|
| <i>Alternative</i> |
| Control- X         |

Reformat your document. There may be a short delay with a long document.

## AREA

### GOTO BLOCK



Go to and highlight current block.

Use this command when you want to find the currently marked block quickly. Your cursor moves to the start of the block and the whole block is highlighted.

Your next activity cancels highlighting.

### DUPLICATE BLOCK



Copy current block from other text area.

This command acts on the current block in the other text area. Place the cursor at the point in your document where you want the current block from the other area to appear. Enter this command. The block is inserted at the cursor position. The original block is not affected. To repeat the current block from the other text area more than once, move the cursor to the next position and use the repeat command, 'Control-R.'

### INSERT LINE

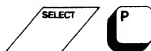


Insert a blank line.

When you enter this command a blank line is inserted above the line the cursor is on. A paragraph marker is placed in column 1 of the blank line, and the cursor ends up on the paragraph marker.

THE PRINT COMMAND

**PRINT**



Print or view current document.

Use the commands on this sub-menu to print or view your document. There are a number of Print Run Options you may choose from before you use the main print or view commands -- the first four on the menu ('View,' 'Resume,' 'Print,' 'Store'). You can of course skip the options and print or view immediately. The 'Interface' sub-menu lets you define the type of printer you're using and the interface to it.

In this section we depart from the menu order and explain the Print Run Options first, followed by the main print or view commands, and ending with 'Interface>.'

View Resume Print Store From# Merge  
Link Copies Wait Odd Even Interface>

P R I N T R U N O P T I O N S

You can select various PRINT RUN OPTIONS before viewing or printing. The options are:

From# Merge Link Copies Wait Odd Even

You select any option either by typing its initial letter or by highlighting it and pressing 'Return.'

When you select an option, Superscript shows it in upper case. The highlight returns to 'View' until you select your main print or view command.

You can deselect any upper case option by repeating the selection process. The option is then shown in lower case letters.

If an option needs a name or value, Superscript waits until you've selected your main print or view command before requesting information. Enter the information and press 'Return.' The options that need information are 'From,' 'Merge,' 'Link,' and 'Copies.'

## PRINT

### FROM#



Select starting page number.

This command allows you to specify the page number from which output is to begin.

Superscript automatically keeps track of the page number whether or not you have an actual page number character (#) in your heading or footing.

All documents are assumed to start at page 1 unless a 'pn' layout command in the text specifies a different value.

When you select a print or view command to begin output, Superscript prompts 'ENTER Page Number.' Enter a number and press 'Return.'

### MERGE



Merge list with current document.

This command is used to specify a list of names and addresses or file of invoice data, etc., for merging with a standard letter or form. The list is a file on disk, and is called the "Merge List." On entering 'Print' or 'View' you are prompted 'ENTER Merge List Name.' Enter the name of the merge list on disk that contains the data for merging into your document. You can use the screen to check your merged output before printing, but remember to reset the merge list before beginning the print run proper (see 'Document Merge Reset').

### LINK



Print chain of documents.

When you want to output a series of linked documents use this command.

Linked documents are **always** taken from the disk. If the document you're working on is part of the chain, even if it's the first one, you must file or replace it on the disk before you do a linked print run. Every document in the chain must be linked to the next with the layout command 'lk.'

After you select your print or view command, Superscript prompts you with the Confirmation sub-menu if there is any text currently in memory.

If you confirm the command, Superscript prompts 'ENTER Linked Document.' Enter the name of the first document in the chain you wish to output -- this can be any document in the chain.



**COPIES**

Select number of copies.



Use this command to select the number of copies you require.

When you select a print or view command Superscript prompts 'ENTER Number Of Copies.' Enter the number of copies you require, and press 'Return.' The maximum number is 99. As you output your document copies, the counter on the first Status Line decrements.

**WAIT**

Wait at end of each page.



Superscript normally prints without pausing at the end of each page. (This is not the case with 'View,' which pauses automatically.) If you want the print run to pause at page breaks, select this option.

**ODD**

Print only odd numbered pages.



Use this command when you want to 'Print' or 'View' only the odd numbered pages. This command and the one below are useful when you're printing on both sides of the paper.

**EVEN**

Print only even numbered pages.



Use this command when you want to 'Print' or 'View' only the even numbered pages.

P R I N T O R V I E W C O M M A N D S

When you have selected your Print Run Options, you can choose one of the four main output commands:

View Resume Print Store

## PRINT

### VIEW



See current document as printed.

Use this command to display your document on screen as it will appear when printed. The screen is called the "Viewing" screen as opposed to the "Editing" screen. The first part of the first page of the document appears on the screen. If Superscript finds any error in the layout, it stops, shows an error message, and positions the cursor next to the error. For individual error messages, see Appendix A.

Once the display has started, you can control it with the following keys:



Display the next line of the document.  
Hold it down for continuous display  
down to the page break.



Move down quickly.



again Stop moving down.

Additional keys for wide screen viewing are:



Scroll to the left.



Scroll to the right.



Jump 20 columns.







Restore the left margin.

**Page and Copy counters.** The line and column counters are replaced by page and copy counters. 'P' shows the current page; 'X' shows the number of copies still to be printed, including the current copy.



**Page break.** The end of a page is determined by the setting for page length with the 'pl' layout command. The standard page length is 66 lines, including top and bottom margins, headings, and footings.



The end of a page, or "page break," is shown by a highlighted line of dashes at the bottom of the screen. The end of a document is shown as a highlighted line of carets.

At a page break, you can continue by using one of these commands:

-  Continue onto next page by showing first line.
-  View part of the next page or change to screen display.
-  Print from the next page.
-  Switch output from non-continuous to continuous printing or vice versa.

**Stop Viewing.** You have three possible ways of leaving the Viewing screen and returning to the Editing screen:

 -  Cursor ends up exactly where it started.

 or  Cursor ends up on the line of text that was at the bottom of the Viewing screen.

## RESUME



Continue viewing from current page.

This command displays your document, starting at the top of the last page viewed. Controls for viewing are as described above.

You should use this command to restart your viewing after breaking into the Editing screen mode to fix a mistake. In a long document, there'll be a short pause before Superscript catches up with the current page. The Page Counter traces this process.

You can select this command quickly with 'Esc 0,' if the standard defaults are set. Use 'Start' to interrupt viewing when you intend to 'Resume' viewing your document.

## PRINT

### PRINT



Begin printer output.

This command works in a very similar way to the 'View' command. Select your print run options, then press 'P.' Superscript prompts for any information it needs and then starts the print run. Printing is always continuous unless you specify 'Wait' (see above) as one of your options.

You can also pause printing by pressing the space bar once. The Activity Indicator, 'PRINTING,' is highlighted during the pause. Press the space bar again to restart printing. If your printer has a large buffer, it may take several seconds before printing stops.

To interrupt printing, use the same controls as for 'View.'

### STORE



Begin output to disk file.

Outputs your document in printed form to disk for use with other programs or for typesetting. All the print run options are valid for this command.

### INTERFACE



Menu for printer interface options.

Use this command if you need to change the characteristics of your printer interface. For normal operation we recommend that you link your regular printer file to your "defaults" file. Then your printer will be set up when Superscript is loaded. See The "Defaults" File for more details on this.

You are prompted 'Printer RS232 Select Auto-LF No-LF.' Select your printer interface type.

**Printer.** Selects the printer port.

**RS232.** Select RS232 port via 850. Use this option to output to a printer connected to RS232 port 1 of the Atari 850 Interface Module. The printer's busy signal must be connected to pin 6 of the port (DSR, data set ready) to operate properly.

**Select.** Select printer type. A number of **Printer Definition Files** are supplied on your program disk. Normally, the definition for your standard printer is included in your "defaults" file when you create a new work disk from the Start Up menu. Respond with "defaults" if you want these standard settings. However, you can use this command to select another printer for the current session.

Insert a disk that contains the printer definition you want into the current drive. If you have text in memory you must confirm the command before proceeding, when Superscript presents the Confirmation sub-menu. You can then either enter the name of a printer or select one after pressing the space bar to obtain a list of the disk contents. Wait while Superscript finds and processes the definition you want.

**Line Feed.** You can select or deselect automatic line feed following carriage return on the printer. Select from 'Auto-LF NO-LF' on the first 'Interface' sub-menu.

#### **FURTHER SUB-MENUS: RS232 INTERFACE ONLY**

If you select the RS232 option, you need to provide further information.

**Data Format.** Select the correct data format from the sub-menu:

|              |              |              |
|--------------|--------------|--------------|
| 1-6Data1Stop | 2-6Data2Stop | 3-7Data1Stop |
| 4-7Data2Stop | 5-8Data1Stop | 6-8Data2Stop |

**Baud Rate.** Select the correct data transfer speed.

|        |        |       |        |        |        |
|--------|--------|-------|--------|--------|--------|
| 1-110  | 2-300  | 3-600 | 4-1200 | 5-1800 | 6-2400 |
| 7-4800 | 8-9600 |       |        |        |        |

If you aren't sure which to select, try '4-1200' or '2-300' first.

**Parity Type.** Select the correct parity setting:

|            |        |       |       |
|------------|--------|-------|-------|
| 1-NoParity | 2-Even | 3-Odd | 4-Set |
|------------|--------|-------|-------|

For a step by step guide to redefining your printer interface, look at the section Changing Superscript's Printer Set-Up.

## DOCUMENT

### THE DOCUMENT COMMAND

#### DOCUMENT



Filing, merge, spell, and disk functions.

Use these commands when you want to move your document between your work area (the screen and memory) and your filing system (the disk). The 'Merge>' sub-menu lets you create a document for merging. The 'Spell>' sub-menu lets you check your document against your dictionary. The 'Utility>' sub-menu provides direct access to disk operations like 'Backup.'

Here are some general points about the 'Document' commands:

1. **Name length.** Your document name can be up to 8 characters with a three character suffix. The two parts of the document name are separated by a full stop (period.) If you use a document name longer than 8 characters before the full stop, it is abbreviated to 8 characters. If do not use a full stop, the full stop is added automatically after the 8th character. Valid characters are 'A to Z' and '0 to 9' and document names must start with a letter.
2. **Current name.** For many of the 'Document' commands that use a document name, Superscript prompts you with the name of the current document. To use this name, just press 'Return.' To enter a new name press 'Start' to clear the entry and type in your new document name, ending with 'Return.'
3. **Loading from document list.** With most of the 'Document' and 'Document Utility' commands, a list of the document names on the current disk is available for quick scanning. When Superscript prompts 'ENTER Document Name' you should press the space bar once. All your files are displayed in columns. If you have too many to be displayed at once, use the 'Cursor Right' key to see the remainder. Use the down, up, right, and left cursor keys to highlight the name you want, and press 'Return' to select it.

|  |
|--|
| Load Replace File Insert Name Block<br>Append Directory Merge> Spell> Utility> |
|--|

**LOAD DOCUMENT**



Get document from disk.

Use this command to load a document into your work area from disk. Documents appear at the cursor location, so position the cursor before you load.

Superscript prompts 'ENTER Document Name.' Enter a name or press the space bar for a full list of the documents on your disk. Highlight the name you want and press 'Return.'

Superscript loads your document and shows its name at the top of your screen. If you enter a name that does not exist, you are told 'Document Not Found.'

If you filed or replaced a document with tabs set, they are stored automatically. Superscript uses the stored settings whenever the document is loaded.

**REPLACE DOCUMENT**



File existing document on disk.

This command is just like 'File,' except it's intended to be used when a document already exists on the disk.

Superscript prompts 'ENTER Document Name' and shows the present document name. If you want to replace your previous document of that name, press 'Return.'

If you want to create a new copy of your document on disk, either press 'Start' to erase the existing document name, and enter a new document name, or add one or more characters to make it unique.

If you give the name of a document that does not already exist on the disk, the document will still be filed, as in the 'Select D F' command.

## DOCUMENT

### FILE DOCUMENT



File new document on disk.

Use this command to file a new document on disk.

Superscript prompts 'ENTER Document Name.' Your present document name is displayed; to accept it, press 'Return.' To enter a new name, delete with 'Start' or the 'Delete' key, type a name, and press 'Return.'

Your document is filed on disk. If you use a name that is already in use, you are warned 'Document Already Exists' -- this command requires you to type in a new name for the document to insure that an existing document is not overwritten.

### INSERT DOCUMENT



Insert document from disk at cursor.

Start by placing the cursor where you want to insert the document. Then enter this command.

Superscript prompts 'ENTER Document Name.' Enter your document name and press 'Return.'

Your document is inserted into the current document at the cursor position. Following text is moved down to create space and consequently insertion takes longer than normal loading. If you enter the name of a document that's not on the disk, Superscript warns 'Document Not Found.'

You can use this command to combine your documents in memory.

### NAME DOCUMENT



Assign name to current document.

Use this command to give your current document a name. You can use any name containing up to 8 characters plus a 3 character suffix separated by a full stop (period.) Valid characters are 'A to Z' and '0 to 9.' Document names must start with a letter.

Superscript prompts 'ENTER Document Name.' If your current document already has a name, it's displayed after the prompt. Press 'Return' to retain this name. To assign a new name, delete the entry with 'Start.' Type in the new name and press 'Return.' Or, edit the existing entry to make it a new name.

The new document name is displayed at the top of the screen and is used as a default name when appropriate for future 'Document' commands.



## FILE BLOCK



File block as new document on disk.

You must have previously defined a block of text with the 'Area Block' command. If you want to file the current block as a new document, Superscript prompts 'ENTER Document Name.' Enter a name for the block and press 'Return.'

Superscript files your current block as a separate document on disk.

If you use an existing name Superscript warns 'Document Already Exists.'

## APPEND DOCUMENT



Add current block to document on disk.

This command allows you to build up new documents on your disk with blocks taken from documents in memory.

You must have previously defined a block of text with the 'Area Block' command. To add the current block to a document on disk, enter this command.

Superscript prompts 'ENTER Document Name.' Enter a name. If the document you specify doesn't exist, then the error message 'Document Not Found' is displayed.

## DOCUMENT DIRECTORY View directory of documents on disk.



You can call up a list of the documents on your disk at any time. Your current screen will be temporarily overlaid by a directory of documents, but the text is not affected.

Your documents are displayed under the heading "Document.Ext Len", as an 8 character document name with 3 character extension and the length of the document in sectors. One sector is 128 bytes.

An asterisk to the left of the document name means that the document has been locked.

At the end of the list you will see the number of sectors free on the disk.

To return to your document press 'Return.'

## DOCUMENT

### DOCUMENT MERGE

Menu for mail merge functions.



See later in this section for the Merge sub-menu.

### DOCUMENT SPELL

Menu for spelling checker.



See later in this section for the Spell sub-menu.

### DISK UTILITY

Menu for disk functions.



See later in this section for the Utility sub-menu.

## DOCUMENT MERGE

Menu for mail merge functions.



Use the 'Merge' sub-menu to create and test your merge document.

Merging two documents is regularly done for mailings or when merging data into a pre-designed form. Full examples of creating documents for merging, and then merging them are covered in the tutorial.

A merge operation is a three step process:

1. Design the merge letter or other document, inserting markers that indicate what information is to be taken from the Merge List (see below).
2. Create a document on disk that holds the information to be merged, the Merge List. This is a normal document that you can create and edit using all Superscript commands. The merge list has one piece of information on each line -- such as a lastname, a firstname, an item of address, and so on. Each line ends with a paragraph marker.

The number of lines in each group, such as an entire name and address, must always be the same. If an item is missing, you must put a blank line in the merge list. Superscript's 'Conditional' markers will handle blank lines appropriately.

Some database and spreadsheet programs can output files for use in merge operations. If the information in each group of lines is separated from the next by a blank line, you must account for this blank line in the 'nm:' checklist. Call it "separator," for example. You do not need to put a marker with this name in the merge document itself.

3. Merge the letter and the merge list, using commands from the 'Print' menu.

Use selectors with the '=' and '#' characters in the merge letter markers to get a selective merge. The selector <state=Ohio> would produce a merge only of letters where the state was Ohio. '#' has the reverse effect, excluding merge list entries. You can also use pattern matching in selectors. See Quick Guide to Mailing in More About Superscript for more details.

The document merge commands available are:

|   |
|---|
| Variable Fixed Conditional Name Merge<br>Erase Goto Reset |
|---|

## DOCUMENT - MERGE

### VARIABLE MARKER



Set variable length marker for merging.

A variable marker is a named marker in your document where data of variable length from another document, the merge list, is inserted during a merge operation. You place the cursor where you require a variable marker and enter this command.

Superscript prompts 'ENTER Marker Name.' Enter the name of the line of data from your merge list that you want inserted and press 'Return.' The name must appear in the 'nm' line at the beginning of the document, or you'll get an error when you try to print or view.

Superscript displays your marker in the text like this: `<city>`.

During the merge, the text to the right of the marker is moved to accommodate the inserted information. Variable markers can be selective using selectors with the "=" and "#" characters.

### FIXED MARKER



Set fixed length marker for merging.

A fixed marker is just like a variable marker except that any following text is not moved along to make way for the incoming data. This allows you to set up standard forms. Move the cursor to where you want the marker and use this command.

Superscript prompts 'ENTER Marker Name.' Enter the name of the line of data from your merge list that you want entered here and press 'Return.' The name must appear in the 'nm' line at the beginning of the document.

Superscript displays your marker in the text like this: `<name>`. Now you define the marker length by inserting spaces between the `<` and subsequent text. Allow sufficient spaces for the longest possible field in your merge document. If your marker is on a line on its own, make sure that its length is fixed by placing a "hard space" (use 'Select S J') at the end of the marker before you press 'Return.' Fixed markers can be selective using the selectors with the "=" or "#" characters.

**CONDITIONAL MARKER** Set conditional marker for merging.



A conditional marker is like a standard variable marker, except that it's preceded by a 'Layout' command: 'em;'.  
 (

This command signifies that the line with the marker on it is not to be printed if it's "empty" -- that is, if there's no information in the corresponding line of the merge list.

The command allows you to insure that addresses and labels are printed without blank lines in them.

Each conditional marker must be on a line by itself.

Move the cursor to the line where you want the conditional marker to appear, and use this command. Superscript prompts 'ENTER Marker Name.' Type in the name you want and press 'Return.' Superscript inserts the marker in the text in this form: `em;[[city>]]`. Markers can be selective using selectors with the "=" and "#" characters.

#### NAME MARKERS



Name lines in merge list.

A merge document must begin with a "checklist" of the marker names.

Move the cursor to line 1, column 1 of the document, as the list of marker names must be on line 1. Use the 'Merge Name' command. Superscript prompts 'ENTER Marker Names.'

Type in the names of all the lines in the merge list, separated by commas. Do not put a comma after the last name. Press 'Return.' Superscript inserts the 'Layout' command 'em;' followed by the list, on line 1. If you can't fit all the names on one line, repeat the command, and Superscript will put another 'em;' list on line 2.

Example: `em:first,last,title,co.▶`  
`em:street,city,state▶`  
`em:zip,separator▶`

**Important.** Every line in the merge list must be named.

## DOCUMENT - MERGE

A typical merge list entry would look like this:

Mr.▶  
John▶  
Smith▶  
Brown Inc.▶  
1244 Broadway▶  
New York▶  
NY▶  
14463▶

However, you do **not** need to place a marker in the text of the document for every name in the list. So you can omit "separator," which refers to the blank line at the end of each entry that separates it from the next.

### MERGE



Insert data from merge list.

When you want to test merging data into your document, use this command.

Unless Superscript already has a merge list open (indicated by 'M' on the first Status Line), it prompts 'ENTER Merge List Name.' Enter your merge list name and press 'Return.'

The first group of lines from your merge list is read from the disk and entered into the markers in your document and the message 'End of Markers' is displayed, leaving the cursor at the end of the document. If you repeat the command (use 'Control-R') to insert the next record, be sure to use 'Clear' or 'Control-B.' to return to the beginning of your document and not 'Select G S.'

All the time a merge list is in use, 'M' is displayed on the first Status Line. If all data from the merge list has been merged, Superscript tells you 'End of Merge List.'

Use this command to check that the document markers and the merge list are "in step." Remember to reset the merge list before doing the final printed merge (see 'Reset' below).

### ERASE



Erase merged data from document.

If you want to erase merged data from markers in your document use this command. All markers in your document are cleared and 'End of Markers' is displayed.

GOTO MARKER

Position cursor at next marker.



Use this command to go to the next marker. If 'Insert' mode is on ('I' on the first Status Line), you can type information into the markers. This is useful when you want to fill in and print a single copy of a form letter or invoice. If there are no more markers, the message 'End of Markers' is displayed.

RESET MERGE LIST

Position to start of merge list.



Normally, if you abandon a merge before it is complete, the merge list is left open, indicated by an 'M' displayed on the first Status Line. If you resume a merge, it will continue with the next group of lines in the merge list, but first you must use this command to reset your merge list so that merging can start with the first group of lines. This is often necessary after testing the merge on screen.

## DOCUMENT - SPELL

### DOCUMENT SPELL

Menu for spelling checker.



Superscript's spelling checker comes with a 20,000 word Master Dictionary of its own. You can build up a supplementary dictionary to hold extra words or frequently used names. This is called the "User Dictionary." A 30,000 word Master Dictionary can be purchased from Precision Software.

The spelling checker works on the document in memory. All you need to do is temporarily insert the dictionary disk in place of your data disk (unless you have two drives, in which case we recommend you put it in the other drive) before you use the 'Spell' sub-menu. After analyzing the words in your document Superscript goes into a checking and editing phase, pointing out unrecognized words for you to correct, ignore, or add to your User Dictionary. When you've finished correcting, you resume normal editing.

You will find it easier if you carry out spelling checks with your text width set to your screen width -- 40 columns.

Commands available are:

|   |
|---|
| Check Search View Print Erase<br>Display Output |
|---|

### SPELL CHECK

Check spelling of current document.



Use this command to check the spelling of your current document. First ensure your text width is set to screen width. When you select this command, the first Status Line displays 'PROCESSING' while your document statistics are calculated and displayed.

The statistics display looks like this:

|                        |   |                                |
|------------------------|---|--------------------------------|
| Total Number of Words  | = | Document word count            |
| Number of Unique Words | = | Unique word count              |
| Number of Sentences    | = | Sentence count                 |
| Number of Paragraphs   | = | Paragraphs including headings  |
| Average Word Length    | = | Average length of unique words |

The term 'unique word' means each different word you use. Thus each time you use "the" it is added to the 'total number of words' but is only counted once as a 'unique word.'



While Superscript is spelling a document, unique words are stored in a special memory area. If this area becomes full, Superscript tells you: 'Out of Memory,' and the spelling is abandoned. If this happens, split your document into two and check the spelling of each of these separately.

If Superscript can't find a dictionary in one of your disk drives, it prompts 'Insert Dictionary Disk: <Return>.'

Insert the Superscript dictionary disk in your disk drive and press 'Return.' Superscript now compares the words in your document with the dictionary, in alphabetical order starting with "a." If the spelling checker does not recognize a word, it highlights the word and leaves the cursor on the first character of the word. It also displays a menu at the top of the screen:

|                               |
|-------------------------------|
| Accept Edit Learn Ignore Quit |
|-------------------------------|

All these commands are described below.

After you have dealt with all unrecognized words Superscript prompts 'Replace Abandon.' If you want to replace this new version of your document, first re-insert your work disk in the drive. Then press 'R' or 'Return' to file your corrected document in place of the original, or 'A' to continue editing your document.

#### ACCEPT WORD

Allow occurrences of this word.

If the spelling of the unrecognized word is as you want it, press 'Return' or 'A.' Superscript will pass over every other occurrence of this word in your document.

Use this command when you have an unusual or "wrong" spelling that is meant to be that way.

## DOCUMENT - SPELL

### EDIT WORD

Allow editing of document.

If you want to edit the unrecognized word, press 'E.'  
Your cursor will appear immediately after the word.

Certain editing features are available to you at this point. You can use 'Delete' or 'Back Space' to delete characters and 'Insert' to insert spaces. You can overtype, or, in 'Insert' mode, insert characters. You can also use the cursor arrow keys and all the 'Control' keys.

However, you cannot directly use any of the commands on the menus, nor can you use 'Esc' key command strings.

When you have finished editing, press the 'Select' key and you will be prompted 'Continue Abandon.' To find the next unrecognized word, type 'C' or 'Return.' Type 'A' to abandon checking your document.

### LEARN WORD

Insert word in user dictionary.

Use this command to add a correctly spelled word to your User Dictionary, by typing 'L.' Superscript adds the word to your User Dictionary so that next time you use the word it will not be treated as unrecognized. Be very careful to double-check the spelling of a word before "learning" it. When the checking is finished, Superscript displays all the words it has learnt.

If you want to add a lot of words to the User Dictionary at one time, type them into a document in the usual way, use the spelling checker and 'Learn' every word.

### IGNORE WORD

No action on this occurrence.

If you want to accept this occurrence of a word without accepting all words spelled this way (see 'Accept' above), use this command. Superscript ignores the word and goes on to the next occurrence of this unrecognized word.

### QUIT

Abandon spelling check.

You can abandon the check and return to normal 'Edit' mode, by typing 'Q.' There is no pause for verification of this 'Quit' command.

## WORD SEARCH



Search dictionary for word.

If you want to confirm the spelling of a word or find particular words, use this command. Key in the word you want when Superscript prompts you. Confirming the spelling is best done by typing in the first three or more characters followed by an asterisk. The search is carried out on first the Master Dictionary and then the User Dictionary. All words starting with the characters entered are displayed, in alphabetic order, with words from the Master Dictionary first then those from the User Dictionary.

You can be more selective by defining the number of characters in the word with the question mark character, e.g. ec????t?? or ec????t\*. The '?' character matches any single character, and the '\*' matches any number of characters -- and so you can only use '\*' at the end of a word.

If the dictionary disk is not in your drive, you are prompted 'Insert Dictionary Disk.'

## SPELL VIEW



View user dictionary.

You can view your User Dictionary with this command. The User Dictionary contains all words that are spelled differently in American English or British English, depending on which type of dictionary you use. It also holds any words you 'Learn' during editing.

If the dictionary disk is not in your drive, you are prompted 'Insert Dictionary Disk.'

## SPELL PRINT



Print user dictionary.

You can print your User Dictionary with this command. Keep a printed copy to check the accuracy of the words you add. If a word is wrong in your dictionary Superscript won't be able to check your documents properly.

The printer controls are set for continuous printing with no offset.

If the dictionary disk is not in your drive, you are prompted 'Insert Dictionary Disk.'

## DOCUMENT - SPELL

### SPELL ERASE



Erase word from user dictionary.

You can erase an incorrect or unwanted word from your User Dictionary with this command. Key in the exact word when prompted.

If the dictionary disk is not in your drive, you are prompted 'Insert Dictionary Disk.'

### SPELL DISPLAY



View document statistics.

Use this command to display the usual statistics for your document, and a list of all the unique words in it.

The three possible orders for the display are shown on another sub-menu. Select the one you want, treating it like any other command:

|          |            |            |
|----------|------------|------------|
| Alphabet | Decreasing | Increasing |
|----------|------------|------------|

### ALPHABETIC

Lists words in alphabetic order.

This command displays each unique word in your document in alphabetical order, together with the number of times you used the word.

### DECREASING

Lists words in decreasing frequency.

The command displays each unique word in your document in decreasing frequency order, together with the number of times you used the word.

### INCREASING

Lists words in increasing frequency.

The command displays each unique word in your document in increasing frequency order, together with the number of times you used the word.

SPELL OUTPUT



Print document statistics.

This command works exactly like the previous 'Spell Display,' except that the statistics and word list are printed rather than displayed. The previous sub-menu is used in the same way:

**Alphabet   Decreasing   Increasing**

These commands are explained above under 'Spell Display.'

## DOCUMENT - UTILITY

### DOCUMENT UTILITY    Menu for disk functions.



Use this menu of commands to carry out activities on the documents on your disk. A full range of disk utilities has been provided so that you can do everything you need within Superscript.

Many disk commands require you to key in a document name. You can get quick access to the names of the documents on the disk to save typing time. Do this by pressing the space bar when the 'ENTER Document Name' prompt appears. Superscript displays documents in columns. Use the down, up, right or left cursor keys to highlight the name you want, and press 'Return' to select the document and execute the command. Or you can enter the document name directly.

|   |
|---|
| Drive Erase Copy Rename Lock Unlock<br>Multicopy Prepare Backup |
|---|

### SELECT DRIVE

Select drive number.



You can select Drive 1 or 2 as your main working drive with this command.

Superscript prompts '1-Drive 2-Drive.' Enter '1' or 'Return' for Drive 1, or '2' for Drive 2.

If you select a drive that physically doesn't exist, all commands for accessing the disk will produce the warning: 'Device Timeout.' Reselect the drive or connect the drive to correct this error.

### ERASE DOCUMENT

Erase document from disk.



Use this command to erase any document from your disk.

You are prompted 'ENTER Document Name.' Press the space bar to scan your documents and highlight the one that you wish to erase.

Then press 'Return' and Superscript shows the Confirmation sub-menu: 'Proceed Abandon.' Press 'P' or 'Return' to proceed and erase the document, or 'A' to abandon the command.

If you try to erase a locked document, you are warned: 'Document Locked.' To erase a locked document, you must first unlock it. See below.

COPY DOCUMENT



Copy document on disk.

Use this command to copy documents from one drive to another, or to archive documents under a new name.

This command uses your text area, so file your document first. Then enter this command.

You see a menu: 'Single-Drive Dual-Drive Archive'

If you select 'Single-Drive' Superscript prompts 'Enter Document Name.' Your document is read into memory and you are prompted: 'Insert Destination Disk: <Return>.' Insert into the drive the disk on which you require your copy document, and press 'Return.' The document is copied onto the 'Destination Disk' with the same document name.

If you select 'Dual-Drive,' Superscript prompts 'ENTER Document Name.' Your document is copied to the disk in the second drive. The name of the document remains unchanged.

If you select 'Archive,' Superscript prompts 'ENTER Document Name.' Enter the name of the document you wish to copy, and press 'Return.' Superscript then prompts 'ENTER New Document Name.' Enter the new document name and press 'Return.' Your document is copied on your disk under the new name you gave.

If you give a document name that already exists, Superscript warns 'Document Already Exists.' If you don't have a disk in the drive, Superscript warns 'Device Done.'

## DOCUMENT - UTILITY

### RENAME DOCUMENT

Rename document on disk.



Use this command to rename your documents.

First you select the document to rename, then you key in the new name. When Superscript prompts 'ENTER Document Name,' you can use the document name scanning technique to pick up a name or key one in directly.

Next Superscript prompts 'ENTER New Document Name.' This time you must key in the whole name and press 'Return.' Superscript renames the document on the disk, and returns to the Editing screen.

If the document is locked, Superscript warns 'Document Locked.' To rename a locked document, you must first unlock it. See below.

### LOCK DOCUMENT

Protect document on disk.



Use this command to protect your documents from accidental damage. Locked documents are protected against being overwritten, erased, or renamed.

Superscript prompts 'Enter Document Name.' Enter the name of the document you want to lock and press 'Return.' Superscript locks the document and returns to the Editing screen.

To show that the document is locked, Superscript marks it with an asterisk before the document name in the disk directory listings.

If you enter a document name that is not on the disk Superscript warns 'Document Not Found.'

### UNLOCK DOCUMENT

Remove document protection.



Use this command to unlock documents on your disk.

Superscript prompts 'Enter Document Name.' Enter the name of the document you want to unlock and press 'Return.' Superscript unlocks the document and returns to the Editing screen.

If you enter a document name that is not on the disk Superscript warns 'Document Not Found.'



**DOCUMENT MULTICOPY** Copy chain of documents to another disk.



With this command you can copy a series of linked documents onto a newly prepared disk. This command requires a dual disk drive.

If you have a document loaded, Superscript shows the Confirmation sub-menu 'Proceed Abandon.' Select 'Return' or 'P' to proceed, or 'A' to abandon.

Next, Superscript prompts 'ENTER Linked Document.' Enter the name of the first document in the chain to be copied and press 'Return.' As with all linked document operations, the document you name can be any document in the chain.

All linked documents are copied in linked order onto the new disk. The message 'Complete' is displayed on the Tabs Line as each document in the chain is filed. When all the documents have been copied, 'End of Linked Document' appears.

**PREPARE DISK**

Make new disk.



Use this command to create a new data disk.

When prompted, place in the drive a disk that holds the "defaults" file to go on the new disk. Then use this command to create a new data disk.

Superscript prompts 'Insert Blank Disk In Drive 1: <Return>.' Insert in the drive a blank disk or one that you wish to recycle, and press 'Return.' Superscript formats the disk and places the "defaults" file on it so that you can use it as a work disk at the Start Up menu.

**DISK BACKUP**

Copy whole disk.



Use this command to create an exact copy of your disk. Do this regularly so that you have a backup of your documents in case your work disk is damaged. Backup uses the text area, so be sure to file your document.

Select the 'Backup' command. Superscript shows a sub-menu with the options: 'Single-Drive Dual-Drive.' Select the one you want. If you pick 'Dual-Drive,' Superscript will backup from the currently selected drive to the other drive. (You select a drive with the 'Select Document Utility Drive' command sequence, described a few pages back.)

### 'Single Drive'

If you have text in memory, Superscript presents the Confirmation sub-menu as the 'Backup' process uses the text area. If you have two text areas, use area one for back-up as it is quicker. Press 'Return' or 'P' to confirm the command, or 'A' to abandon it.

Superscript prompts 'Insert Source Disk.' Insert the disk you wish to copy into your drive and press 'Return.' Superscript displays 'Reading' on the Activity Indicator while it reads from the source disk into memory.

When memory is full, you are prompted 'Insert Destination Disk: <Return>.' Insert your backup disk. This can be a blank disk or an old work disk you want to recycle -- but remember, all existing data on this disk will be lost. Superscript then displays 'Writing' on the Status Line to indicate that the contents of the memory is being written to the 'Destination Disk.'

If necessary, Superscript repeats the 'Source Disk' and 'Destination Disk' prompts. Watch these prompts carefully, because if you accidentally insert the wrong disk, you may lose data. Go on changing disks as prompted until copying is complete.

If Superscript finds a disk error while it's 'Reading' or 'Writing,' the appropriate message will interrupt the 'Backup' operation. You may have to copy your documents onto a new disk one by one if your disk has developed a "hard" error, but try 'Backup' once more with a new 'Destination Disk' before you resort to this.

When backup is complete, you are returned to the Edit screen.

### 'Dual Drive'

First Superscript presents the Confirmation sub-menu as the Backup process uses the text area. Enter 'A' to abandon the operation, but if you wish to proceed, enter 'P' or press 'Return,' and insure you have the disk you want to copy from in the drive you last selected.

Superscript now prompts you with 'Insert Blank Disk In Drive 2: <Return>.' Take a blank disk or an old work disk you want to recycle, and insert it into the other drive -- this is the disk you want to copy to -- then press 'Return.'

## DOCUMENT - UTILITY

Superscript displays 'WAIT' at the top of the screen as the backup proceeds. When backup is complete, Superscript returns to the Editing screen.

## SET

### THE SET COMMAND

#### SET



Set mode, text or search functions.

This is a menu of commands to set certain modes of operation, provide certain text facilities, store a string of commands or text, or execute search and replace functions.

Mode indicators are displayed on the first Status Line, to the right of the Activity Indicator.

| EDIT             |   | W.I.N.M.1.C.U |   | L:1             | C:1 |
|------------------|---|---------------|---|-----------------|-----|
| Filename         |   | SELECT for    |   | Menu            |     |
| /                | / | /             | / | /               | /   |
| Mode             |   | Tabs          |   | Cursor Position |     |
| Current Document |   |               |   | Line & Column   |     |

*Options in use: W=wordwrap  
I=insert N=numeric M=merge  
1 or 2=text area C=cursor  
U=upper case (caps)*

In general, modes are switched ON with the appropriate command and OFF by repeating the command.

Insert Layout Hyphen Numeric Decimals  
Join Wordwrap Text Command Search>

#### INSERT MODE



Text insert mode on/off.

When you want to insert text instead of typing over it, use this command. Characters typed in 'Insert' mode are inserted at the cursor position and subsequent text in the paragraph is moved right. It's very important to notice that all the text between the cursor and the next paragraph marker is moved over. If you type over a paragraph marker and then insert text, you might disrupt your layout, because Superscript will treat any empty space between paragraphs as intentional space, and move text along accordingly. This is something you should try for yourself to be sure you understand.

Repeat the command to switch 'Insert' mode off.

|                                    |
|------------------------------------|
| <b>Control Key<br/>Alternative</b> |
|------------------------------------|

|                   |
|-------------------|
| <b>Control- V</b> |
|-------------------|

Executes the same command.

## LAYOUT



Place layout format character in text.


When you enter a layout command from the menu, the layout symbol is automatically included as part of the command if appropriate. The symbol identifies layout commands so that both you and Superscript can see them.

The layout command can be used:


1. As the first character in a line followed only by layout commands, all separated by colons.

Example: lm4:rm78:pl60:tm0:bm6:jy▶

2. Immediately after text, with only layout commands following it.

Example: Here is a line of text.sk3:in5▶

3. As the first character in a line with layout commands separated from text by a semicolon.

Example: lm40:rm80; To the left is a diagram of....▶

|                                    |
|------------------------------------|
| <b>Control Key<br/>Alternative</b> |
|------------------------------------|

|                   |
|-------------------|
| <b>Control- L</b> |
|-------------------|

Alternate command which you are recommended to use.

## HYPHEN



Place "soft" hyphen in text.

Use this command to optimally split a word at the end of a line by placing a "soft" hyphen in a word. When 'Printing' or 'Viewing,' Superscript will only print the "soft" hyphen if it can fit the first part of the hyphenated word on the end of a line. Otherwise the "soft" hyphen is invisible.

The "soft" hyphen special character is a highlighted '=' and is only displayed in 'Edit' mode.

## SET

### NUMERIC MODE



Numeric entry mode on/off.

Use this command to switch 'Numeric' mode on. In this mode numerals are entered calculator style, to the left from the decimal point. When you tab to a numeric tab Superscript automatically switches to 'Numeric' mode and displays an 'N' on the first Status Line.

Repeating the command switches 'Numeric' mode off.

You can enter any number, currency signs such as '\$,' the minus sign or opening parenthesis to indicate negativity, and commas. These will all appear from right to left. When you enter any other character, including a space or the decimal point, 'Numeric' mode is turned off and the normal left to right display resumes. If you reach the left margin, Numeric mode is suspended, but resumes as soon as enough characters have been deleted. If, however, you only move the cursor, 'Numeric' mode will still be operative.

### DECIMAL PLACES



Set calculator commas and decimal places.

If you want decimal places set to other than 2 places use this command.

Superscript prompts 'ENTER Number Of Places.' Enter the decimal places you want, between 0 and 10, and press 'Return.'

If you want the calculator to automatically enter commas in results (e.g. 1,000,000), insert a comma before the number you enter.

Example:     ,5

This signifies five decimal places with comma format.

Superscript's calculator (see 'Calc') is preset to display up to 20 digits before and 2 after the decimal place. You can reset the display to show from 0 to 10 decimal places. The calculator only displays the significant figures. Calculation is always to 10 decimal places with automatic rounding.

**JOIN**

Place "hard" space in text.

When you want to join words so that they always appear together on one line, use the "hard" space.

The "hard" space symbol is '&.'

Example: Mr.&Jones

**WORDWRAP MODE**

Edit mode wordwrap on/off.

'Wordwrap' is normally on. If you want to switch it off use this command. 'Wordwrap' insures that words are not "split," leaving part at the end of one line and part at the beginning of the next.

Repeat the command to switch 'Wordwrap' off or on.

If you switch 'Wordwrap' off, you will see blocks of highlighted spaces at the right edge of the text. These are "phantom" spaces, inserted by Superscript when it moves words down. These phantom spaces are adjusted when you reformat the current paragraph (Control-Z) or the whole document (Control-X), and automatically after some editing operations and when a document is loaded.

**TEXT**

Change text entry width.

This command allows you to reset the number of text entry columns for tables. First clear your work area by filing your document and erasing it from memory. Then use this command to change text width. Now you can reload or type in your document.

Superscript allows a text width of up to 240 characters for producing wide documents in "landscape" style across your paper, using up to 20 characters per inch. When in wide text mode you can 'Cursor' or use 'Tab' to tab to the right to see the part of your document that is off the screen. Also, use 'Control-Y' to go to the right ends of lines, and repetition of 'Go Left' and 'Go Right' to jump to the text line extremities.

Remember that the number of lines in your work area changes when you change column width. For example, 500 lines at 40 columns will give you 83 lines at 240 columns.

## SET

### COMMAND



Define command for automatic execution.

This Superscript command allows you to assign standard commands and strings of text to almost any key on the keyboard. You can then execute the assigned commands automatically by pressing 'Esc' followed by the key you assigned the command to. This feature is described in detail in *Building Your Own Commands and Glossary*.

A total of 1024 characters can be assigned to all keys.

In a 'Set Command' the slash '/' represents 'Select,' and caret '^' represents 'Control.' Use '^m' to denote 'Return.'

You can cause one command string to execute another by placing '^&' followed by the key at the end of the first command string.

When you use 'Set Command,' Superscript prompts 'ENTER Command Key.' Enter the keyboard character to assign to the command (e.g. K), and press 'Return.' You are then prompted 'ENTER Command.' If the key already has a command string assigned to it, this is presented for editing. Otherwise, you type in a new command string, or text. Press 'Return' when you've finished.

When a command string has been assigned to a key, you can use 'Esc' to select that key and so automatically execute the commands or type the characters you assigned to it.

### SEARCH

Menu for search and replace functions.



Find Continue Exchange Replace?

Superscript's search and replace functions let you find characters or words in a document or a chain of linked documents, and make a variety of automatic or semi-automatic editorial changes.

Words found in a search are identified by highlighting the word in the currently defined highlight color (you can change this if you wish -- see The "Defaults" File).

You will find it easier if you carry out "Search" operations with your text width set to your screen width. Use 'Select S T' to reset your text width.



### Case Matching Rules

Superscript's search and replace functions all allow the optional exact matching of upper and/or lower case characters. Prefix the string with "=" to obtain case discrimination.

Example:     To discriminate case, enter: =Brown  
              To match either case, enter: Brown or brown

### Pattern Matching Rules

You can use the '^' character to represent any other character when you tell Superscript what to search for. For example, "^ill" would find both "Gill" and "Jill." You can't use '^' when telling Superscript what to replace something with. When you have spaces at the end of a 'Match' string, place a '^' character after them to tell Superscript that they are part of the string.

If you want to remove a string, use a single '^' character as the 'Replace' string.

### Length Of String

The maximum length of either string is 24 characters.

### Direction Sub-menu

When Superscript needs to know which direction to search in, it presents the direction sub-menu.





|                           |
|---------------------------|
| Forward   Backward   Link |
|---------------------------|

'Forward' searches from the cursor position to the end of the document. 'Backward' searches from the cursor position to the beginning of the document.

'Link' loads the first document in the series. It then carries out the search, makes the appropriate changes to the text automatically, and substitutes the edited document for the one on disk. Next, Superscript loads the next document, specified with an 'lk' command in the last line of the current document.

If there is a document in memory, Superscript uses the Confirmation sub-menu ('Proceed Abandon') with the 'Link' command to prevent accidental erasure of text. 'Link' then continues to search, edit, and replace the document as before.

Searching For Control Characters

You can search for any of the special reverse field characters such as layout command characters (e.g.  or ) , or features (e.g.  or ). To enter such a character in a match string, press 'Esc' followed by the character(s) you want to find.

**FIND**

Find occurrence of characters.

Use this to find a string of characters.

Superscript prompts 'ENTER Match.' Enter the string of characters you want to find and press 'Return.' Superscript shows the direction sub-menu.

Select the direction command you want, and the cursor moves to the end of the first occurrence of the string.

Superscript prompts 'Continue Abandon.' Press 'C' or 'Return' to find the next occurrence, or 'A' to abandon and return to editing.

After editing, if you then want to continue with the same 'Find' operation, use the 'Continue' command to find the next occurrence (see below).

Superscript shows the message 'End Of Document' when there are no further occurrences of the search string. The cursor ends up at the end of the document.

**CONTINUE**

Find next occurrence of characters.

If you set up a match and then abandon the operation, you can carry on without re-entering any information. Use this command, and Superscript will go at once to the next occurrence of your 'Match' string. There is no pause for the direction sub-menu.

Superscript prompts 'Continue Abandon.' Press 'C' or 'Return' to find the next occurrence, or 'A' to abandon and return to edit.

**EXCHANGE**

Change all occurrences of characters.

Use this command when you want to change all occurrences of a string of characters automatically. You should be sure that the string is correctly defined, or you may get some unexpected results.

For example, the characters "dr" occur in the middle of the words "midriff" and "address," -- so changing "dr" to "doctor" could be frustrating. Be sure you leave spaces in the right places!

Example:      Match: dr ^                      Replace: doctor ^

In this example, the spaces before and after 'dr' and 'doctor' must not be omitted.

First position the cursor where you want to start the search and then enter this command.

Superscript prompts 'ENTER Match.' Enter the characters you want to find, discriminating case by using the '=' sign if necessary, and press 'Return.'

Superscript prompts 'ENTER Replace.' Enter the characters you want to place in the text, and press 'Return.'

Superscript shows the direction sub-menu. Select the direction you want. The automatic search and exchange takes place. You can stop it any time with 'Control-Q' except when a document is being loaded from or replaced on the disk during a linked document operation.

## REPLACE



Confirm replacement at each occurrence.

This command is the same as 'Search Exchange' but you are asked to confirm each occurrence before replacing it.

First position the cursor where you want to start the search and pick this command. The entry of 'Match' and 'Replace' strings is done exactly as for the 'Exchange' command.

When you've entered the 'Replace' string and pressed 'Return,' Superscript shows the direction sub-menu. Select the direction you want. The cursor moves to the first occurrence of your match string and Superscript prompts 'Replace Continue.' Press 'R' or 'Return' to replace your string, or 'C' to find the next occurrence of the string.

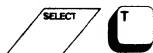
Repeat this procedure for each occurrence of your match string of characters.

Use 'Control-Q' to terminate the replace if you need to.

## TAB

### THE TAB COMMAND

#### TAB



Standard, numeric, and line tabs.

Use these commands when you want fast accurate movement to standard column, decimal point, or line tabs within your document.

The third line of the screen displays a "ruler" line with the current tab positions displayed on it. The '/' character represents a standard tab and the '#' character represents a numeric tab.

Some users may expect tabs to be actual control characters hidden in the text. This is not the case -- Superscript tabs are positional markers only.

Superscript provides preset or "default" tabs, usually ten columns apart. These can be retained or changed as you wish, and they can be restored at any time.

Superscript automatically stores standard, numeric, and line tabs with documents on disk.

|   |
|---|
| Tab Back Set Release Numeric Clear<br>Default Line> |
|---|

#### GO TAB



Go right to next column tab.

Standard tabs allow fast cursor movement across the screen. Use this command or the 'Tab' key to move to your tab positions. When you move to a numeric tab, Superscript automatically switches to 'Numeric' mode. 'Numeric' mode is switched off again if you move to a standard tab. The default tabs are set ten columns apart, except for the tabs in columns 1 and 10.

|                                    |
|------------------------------------|
| <i>Control Key<br/>Alternative</i> |
|------------------------------------|

|            |
|------------|
| Control- I |
|------------|

Go right to next column tab.

**TAB BACK**

Go left to next column tab.

Use this command to move your cursor quickly and accurately backwards through your document. 'Numeric' mode is switched on and off as described above. To repeat the command use the repeat command 'Control-R.'

The 'Option-Tab' key combination also moves the cursor to the previous tab position.

**SET TAB**

Set tab at cursor position.

First consider whether you should clear the default tabs before setting your tabs. See below.

When you want to set a tab, place the cursor at the desired tab position and use this command. Superscript sets the new tab in the column number that the cursor is in and displays it on the ruler line. Setting a tab of a different type over an existing tab replaces it. To set a series of tabs, move the cursor to each new position and repeat this command with 'Control-R.'

You can also set a tab with 'Shift-Tab.'

**RELEASE TAB**

Remove tab at cursor position.

Position the cursor in the tab column and type in this command. Superscript removes the tab and the marker disappears from the ruler line.

You can also release a tab with 'Control-Tab.'

**SET NUMERIC**

Set decimal point tab.

Place the cursor where the tab is required and enter this command. A number sign appears in the ruler line to mark the decimal point tab position.

Never place a numeric tab too close to the end of a line. Always leave at least three spaces between your last tab and the right margin, to allow for the decimal point (whether there will be one or not) and one or more digits.

## TAB

To use numeric tabs, use 'Tab' to tab to the decimal point and type in your numeric characters. The figures and currency symbols (e.g. \$ or £) appear from right to left, calculator style, until you type a decimal point, a letter, space, or other non-numeric character.

Any number after the decimal point appears from left to right, as normal.

When you use 'Tab' to move your cursor, you are automatically switched to 'Numeric' mode on numeric tabs and an 'N' is displayed on the first Status Line.

### CLEAR ALL TABS

Remove all column tabs.



Use this command to cancel all column tabs, both standard and numeric. The tab display on the third line of the screen is also cleared, leaving a ruler line consisting of dashes only.

### RESTORE DEFAULT

Restore default tab settings.



Use this command to restore default standard tab settings, usually ten columns apart. All existing tabs are cleared.

### LINE TAB MENU

Menu for line tabs.



See over for the Line Tab sub-menu.

LINE TAB MENU

Menu for line tabs.



When you want to move quickly down the text, for example when filling in a form, use line tabs. They just "mark" a line for future reference -- there is no display.

Line tab commands are:

|                               |
|-------------------------------|
| Tab Set Release Numeric Clear |
|-------------------------------|

GO TO LINE TAB

Move to next line tab.



Use this command to move the cursor down to the next line tab. The cursor remains in the same column, so you can combine line and standard tabs to position the cursor quickly to specific lines and columns in the text.

SET LINE TAB

Set standard line tab.



Place the cursor anywhere on the line at which you want a line tab and use this command. Superscript sets a tab on this line.

RELEASE LINE TAB

Remove line tab at cursor position.



Place the cursor anywhere on the line that has the tab and type this command. The line tab is removed. All other line tabs remain.

SET NUMERIC L-TAB

Set decimal point line tab.



Place the cursor on the line where you want a numeric line tab and enter this command. A numeric line tab is set at the line number of the cursor. When you use 'Tab Line Tab' to move to this tab, Superscript automatically enters 'Numeric' mode. All figures appear calculator style until a non-numeric character is used.

## TAB - LINE

### CLEAR LINE TAB

Remove all line tabs.

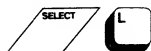


Use this command to clear all line tabs.



THE LAYOUT COMMAND

## LAYOUT



Define document appearance.

Use these commands to vary the appearance of your printed or displayed document.

Every time you start using Superscript, it sets up margins and some other aspects of document layout for you, taking the settings from the "defaults" file on your work disk. These will be right for much of the work you do. If you need to vary the appearance of a document, you do it by placing layout commands in the text. Superscript uses these commands only when printing or displaying the document.

**Important.** It's very important to realize that the final appearance of a document depends on layout commands. You shouldn't try to make your document look like the final result as you type it in. Except when you're working with columns of text, figures, or occasional inset words, text always starts at column 1. When you're typing continuous text, you only press 'Return' to put in a paragraph marker -- not at the end of each line.

You can enter most of the layout commands either directly by keying them in, or semi-automatically via the layout command menus. A few infrequently used commands can only be keyed in directly. For both methods of entry you need to position the cursor where you want the command to take effect, before you enter the command. 'Layout' commands overwrite text on the Editing screen, so use 'Insert' mode when you are inserting them into your document. When you use the menus, Superscript places the Layout character '\*' in the appropriate position, and also places the colons that must separate commands in position. You must do the same if you enter commands manually.

A layout command can appear in three possible ways:

1. On a line by itself. The layout character ('Control-L') must appear in column 1. You can have as many layout commands as you can fit on one line, separated by colons, ending with a paragraph marker:

Example: `llm4:rm78:pl60:tm0:bm8:jy` ►

This line sets left and right margins, page length, top margin and bottom margin, and switches justification on.

## LAYOUT

2. Following text on a line. You enter the layout character and the layout commands, and end the line with the paragraph marker.

Example: I left my heart in San Francisco.¶np:lm10 ▶

Superscript will print the line, then start a new page, setting the left margin at column 10.

3. Before text on a line. Enter the layout character in column 1, the layout commands, a semicolon, and the text to be printed:

Example: ¶np:lm10;I left my heart in San Francisco.▶

Release Comment Link Pause Border>  
Enter> Margins> Set>

### RELEASE MARGIN



Release indent margin.

This command allows you to begin a line of text at a position to the left of an indented piece of text. Use it to set paragraph numbers, etc., away from the body of the text.

The command works by inserting a special character, '¶', in column 1 of the line to be released.

Indented text is aligned to a margin set by the 'in' layout command (see below). The "released" line begins at the position of the previous 'in' margin (or left margin 'lm' if there's only one 'in' margin set).

¶lm4:rw78~  
The research and development  
laboratories of RMI have created a new  
ink that transforms the everyday  
ball-point pen into an artist's  
instrument. The main features of the  
Rainbow Colorwriter are summarized  
below:¶in4~  
~

¶L. Construction. New developments in  
molding technology allow the production  
of extremely durable plastics with a  
metallic feel that projects a high  
quality image. The new pen will be  
available in these colors:¶in20~  
~

Surfer silver~

Edit Screen

The research and development laboratories of RWI have created a new ink that transforms the everyday ball-point pen into an artist's instrument. The main features of the Rainbow Colorwriter are summarized below:

1. Construction. New developments in molding technology allow the production of extremely durable plastics with a metallic feel that projects a high quality image. The new pen will be available in these colors:

Surfer silver

Viewing Screen

#### COMMENT TEXT

Place comment in text.



When you want to make a comment in your document that you do not want printed, use this command.

Superscript prompts 'ENTER Text.' Type in your comment and press 'Return.'

A short comment, up to 20 characters, can be entered this way. Further text can be added by editing your document. The line of text starting with this command is not printed. You can use this command on successive lines for multi-line comments. The 'Comment' command must be the only command on the line.

Example: `␣cm: This letter was written by Jean.▶`

#### LINK DOCUMENTS

Define next document in linked chain.



Use this command to link together a chain of documents for printing one after another.

Superscript prompts 'ENTER Document Name.' Enter the name of the document that comes next in the linked chain, and press 'Return.'

This command must be placed by itself on the last line of your document.

Example: `␣lk:test▶`

## LAYOUT

### PAUSE OUTPUT




Pause during printer output.

Use this command to temporarily halt output at this point in your document. A short message may be added to the command. This message appears on the Help Message line during the pause.

Superscript prompts 'ENTER Text.' Enter your pause message, and press 'Return.'

Output is resumed when one of the characters 'C,' 'V,' 'P,' or 'S' is typed, as at a page break during Viewing.

Example:    ps:Change to italic daisywheel now.▶

### LAYOUT BORDER



Menu for heading and footing.

See later in this section for the 'Border' sub-menu.

### LAYOUT ENTER



Menu for layout values.

See later in this section for the 'Enter' sub-menu.

### LAYOUT MARGINS



Menu for margin values.

See later in this section for the 'Margin' sub-menu.

### LAYOUT SET



Menu for layout settings.

See later in this section for the 'Set' sub-menu.

## LAYOUT BORDER



Menu for heading and footing.

Use the 'Border' sub-menu commands to set the top and bottom surrounds of your document: the text and position of the heading and footing, and the heading and footing margins.

The commands available through the 'Border' sub-menu are:

|         |         |      |       |
|---------|---------|------|-------|
| Heading | Footing | Left | Right |
|---------|---------|------|-------|

## BORDER HEADING



Enter heading text.

Use this command to enter your document heading.

Superscript prompts 'ENTER Heading Gap.' Enter the number of blank lines you require between your heading and the first line of text and press 'Return.'

Then you are prompted 'ENTER Text.' A heading line (or a footing line) is in three parts: left, center, and right. Enter the text you require for the left aligned, centered, and right aligned parts of your heading, with the three parts separated by carets ('^'). Leave blank any sections not required, but be sure you have the correct number of carets, i.e. 2. Then press 'Return.'

The command has the form: `hd2:left^center^right▶`

You can add special print features such as bold or underline by normal editing (see the 'Feature' command).

You can enter a second line of heading by keying in the 'hs' layout command only at the keyboard, i.e. it cannot be entered from the menu. The sections of the heading are the same as for the first line, described above.

The command has the form: `hs2:left^center^right▶`

If you want headings on alternate sides of the page for even and odd pages, follow these steps:

1. Use 'Heading-Alt' on the 'Layout Set' sub-menu to insert the alternate heading indicator in the text.
2. Use the 'hs' command, on a line on its own, for the alternate heading line.

### Heading Gaps

The heading gap is the gap between the heading and the top line of the text. If you have two lines of heading, the first gap is that between the first heading and the second heading. The second gap is that between the second heading and the top of the text. For alternate headings, the gap you specify for the first and second line headings should be the same.

### BORDER FOOTING



Enter footing text.

Use this command to enter your document footing. It's very similar to the 'Heading' command.

Superscript prompts 'ENTER Footing Gap.' Enter the number of lines you require between your footing and the bottom line of the page and press 'Return.'

Then you are prompted 'ENTER Text.' Enter the text you require for the left aligned, centered, and right aligned parts of footing, separated by carets. Leave blank any sections not required, but be sure to have two carets. Then press 'Return.'

Example: `ft2:left^right▶`

All footings and footing gaps must fit into the bottom margin.

You can add special print features such as bold and underline by normal editing (see the 'Feature' command).

**Note.** You can enter a second line of footing by typing in the 'fs' layout command. A second footing command must be on a line on its own. The sections of the second footing line are the same as for the first line above.

Example: `fs2:left^center^right.▶`

If you want footings on alternate sides of the page for even and odd pages follow these steps:

1. Use the 'fs' command for the second footing line.
2. Use 'Footing-Alt' on the 'Layout Set' sub-menu to insert the alternate footing indicator in the text.

Footing Gaps

The footing gap is the gap between the footing and the bottom of the paper. If you have two lines of footing, the first gap is that between the first footing and the second footing. The second gap is that between the second footing and the bottom of the page.

For alternate footings, the gap you specify for the first and second footings should be the same.

Page Number Character

Use the number sign '#' to represent the page number, in any position in any heading or footing line. Superscript substitutes the page number for this character when you print or view the document.

**BORDER LEFT**



Set heading/footing left margin.

The left hand margin of the heading and footing text is assumed to be the same as your document unless this command is used to specify a different margin. If you're changing margins within your document, you should set 'Border Left' and 'Border Right' margin to insure that headings, footings, and page numbers are properly aligned.

You are prompted 'ENTER Value.' Enter the column position you want for the heading and footing left margin, and press 'Return.'

Example:    **h16 ►**

**BORDER RIGHT**



Set heading/footing right margin.

This command is exactly like the previous command, except that it sets a column position for the alignment of the right-hand part of headings and footings.

Example:    **h16:hr70 ►**

## LAYOUT - ENTER

### LAYOUT ENTER



Menu for layout values.

Use the 'Enter' sub-menu when you want to skip lines, set special printer features, enter lines per inch or characters per inch, or reset a page number.

The commands available through the 'Enter' sub-menu are:

|  |
|--|
| Skip Feature Lines/Inch Characters/Inch<br>Page-Number |
|--|

### SKIP LINE



Print a number of blank lines.

Use this command to print a number of blank lines.

Superscript prompts 'ENTER Value.' Enter the number of blank lines you want before the next line of text and press 'Return.' Text resumes after the number of lines entered.

Example: **␣sk4▶**

There won't be any effect on your Editing screen, but when Superscript prints, it will skip the number of lines you specify. This allows you to have more compact text on your Editing screen for use with long documents.

### PRINTER FEATURE



Send an extra character sequence.

Use this command to send an extra character sequence to your printer, telling it to use a special feature.

Superscript prompts 'ENTER Values.' Use your printer manual to find out the sequences of codes that are needed to get at the special feature. Enter the codes for the feature you want and press 'Return.'

Example: **␣fe14,15▶**

You can enter a number of values separated by commas.

If you're going to use printer features often, you may prefer to set up the codes in the printer definition in the "defaults" file. Then you can select the features from the 'Feature' sub-menu. For more details see **Modifying Your Printer Definition.**



**LINES PER INCH**



Set lines per inch.

Use this command to set the number of lines per inch.

Superscript prompts 'ENTER Value.' Enter the number of lines per inch you want and press 'Return.'

Example: li8▶

Available settings are 4, 6, 8, 12. (Not all printers support all these settings.) Most printers are set at 6 lines per inch, giving 66 lines on an 11 inch page. If 6 is the setting you want, you don't need to set this command.

**CHARACTERS/INCH**



Set characters per inch.

Use this command to set the number of characters per inch in a line. This is sometimes known as "pitch."

You are prompted 'ENTER Value.' Enter the number of characters per inch you want and press 'Return.'

The available settings are 8, 10, 12, 15, and 20. Most printers are set at 10, so this command is unnecessary if 10 is the setting you want.

Example: li8:ci15▶

**PAGE NUMBER**



Define page number value.

Superscript's page numbering system uses two related commands.

In a heading or footing, you place the '#' character that will be replaced by the actual page number when the document is printed.

If no value is set for the starting page number, Superscript assumes that it is 1. The number is automatically increased by 1 for each page.

If you want to reset page numbering at the beginning or in the middle of a document, use this command. When Superscript prompts 'ENTER Value,' enter the page number you want.

Make sure that the command is placed on a line of the page where the new page number is to take effect. If you use this command at the beginning of the document it will affect the first page.

## LAYOUT - MARGIN

### LAYOUT MARGINS



Menu for margin values.

Use this menu of commands to set your left, right, top and bottom margins, indent paragraphs and offset your document on the printer. Margin commands can be used anywhere in your document.

If you like your documents set up in a particular way, establish the settings that suit you and enter them in the "defaults" file on your data disk. They will then be set up for you on loading Superscript and are not necessary in each document.

The commands available through the 'Margin' sub-menu are:

|        |             |        |     |        |             |
|--------|-------------|--------|-----|--------|-------------|
| Left   | Right       | Indent | Top | Bottom | Page-Length |
| Offset | Even-Offset |        |     |        |             |

### LEFT MARGIN



Set left margin.

Use this command to set the left-hand margin of your document.

Superscript prompts 'ENTER Value.' Enter the column position of the margin you want and press 'Return.'

Example: `lrm6` ►

When you start Superscript up, the left margin is automatically set to 4, so you don't need to use this command if a margin of 4 is suitable for the position of your paper and text.

The 'in' indenting command works by adding to the current 'lm' setting.

### RIGHT MARGIN



Set right margin.

Use this command to set the right-hand margin of your document.

Superscript prompts 'ENTER Value.' Enter the column number of the right margin you want and press 'Return.'

Example: `rrm78` ► or `lrm6:rm78` ►

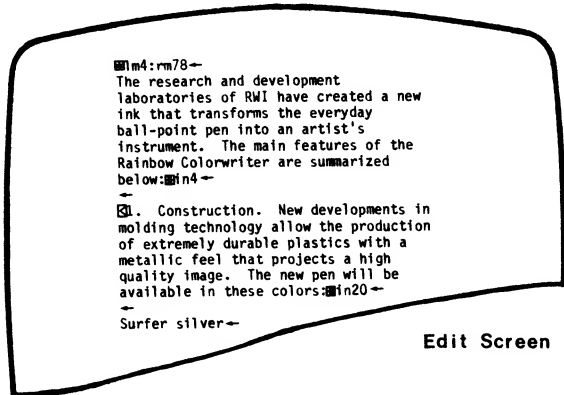
All right-aligning and justification operates on this margin. The default setting is character position 76.

INDENT MARGIN

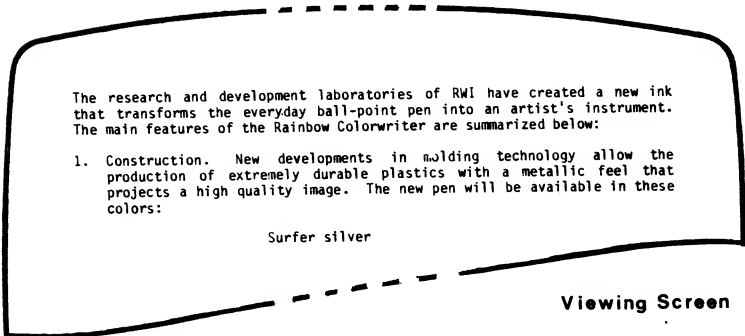


Set number of columns to indent.

When you indent a piece of text, you temporarily reset the left margin. Typically, you want to have numbers, words, or letters "released" from the indented margin to a point level with the left margin above.



Edit Screen



Viewing Screen

We refer to each new indentation as an "indentation level." Superscript has four levels of indentation, each one moving the text to the right, relative to the previous level. This allows you to keep your indented text unchanged when you change the left margin, and to change the position of individual indented sections easily and quickly.

Before indenting a section of text from the main left margin, you need to work out the number of columns from column 1 of the screen to the beginning of the indented

## LAYOUT - MARGIN

text. If you need to accommodate paragraph numbers like "1.1.3" plus 3 spaces, the distance is from 1 to 9, i.e. 8 columns.

Follow these steps.

1. Work out the number of columns to indent, for example 8.
2. Place an 'in' command on the previous line, for example 'in8'.
3. Where the indentation begins, if there is a paragraph number or other "outhanging" piece of text, place a margin release character '<' in column 1.
4. Type the paragraph number and following spaces, then begin your text.
5. If there's no "outhanging" paragraph number, enter text as normal from column 1.

Finally, there are a couple of other points to remember.

- \* Whatever the level, always begin in screen column 1.
- \* You can change the 'lm' setting without affecting indentation settings.

See **Creating a Longer Document** and **Indentation** in the section **More About Superscript** for guidelines to using this command.

### TOP MARGIN



Set position of first print line.

Use this command to set the position of the first print line of your document. If you are using headings, the printed text includes your headings.

Superscript prompts 'ENTER Value.' Enter the number of lines required between the position of the print head against the paper and the first line printed. Then press 'Return.'

Example: tm0 ►

**BOTTOM MARGIN**



Set lines to bottom of page.

Use this command to set the gap at the bottom of your document. All footings and footing gaps make up the bottom margin.

Superscript prompts 'ENTER Value.' Enter the number of lines required between the last line of printed text and the bottom of the paper.

Example: **bm8**►

**SET PAGE LENGTH**



Set maximum number of lines per page.

Use this command to define the number of lines on your paper.

Superscript prompts 'ENTER Value.' Enter the number of lines required.

Superscript's default setting is 66 lines per page, or you can set page length in your "defaults" file.

When you use a letter quality printer with a single sheet feeder, this setting is the number of lines between the start of one sheet and the start of the next. You may need to add lines to account for the gap between the bottom of one page and the top of the next.

Example: **p160**►

**OFFSET PRINT**



Set offset columns for printer.

You may want to offset your left margin on the printer, particularly when using a single sheet feeder on a letter quality printer. This command shifts the starting position over to the right by a number of columns, without the need to change the left margin setting.

Superscript prompts 'ENTER Value.' Enter the number of columns by which your margin is to be offset on the printer.

Example: **of40:lm10**►

Printing will begin at printer column 50, 10 more than the offset 40.

## LAYOUT - MARGIN

### EVEN OFFSET



Set offset for even-numbered pages.

Left-hand or even-numbered pages may need offsetting to the left to leave an extra margin on the right for binding. This command allows text to be printed offset to the left on the paper, without affecting other aspects of the layout.

Superscript prompts 'ENTER Value.' Enter the number of characters by which the normal offset should be adjusted for the even-numbered pages.

Example:    eo8 ►

## LAYOUT SET



Menu for layout settings.

Use this menu of commands to justify, center, or right align text, set alternate heading or footing indicators, set double spacing or start a new page.

Setting Features On And Off

Five of these commands can be either "on" or "off." When a feature is on, your document text is affected by the command. For example, when centering is on with 'cy', all text will be centered. To cancel centering, you have to place another command in the text to switch it off: 'cn'. The letter 'y' as the second letter command switches the feature on, and the letter 'n' switches it off. You can use upper case 'Y' and 'N' if you prefer.

The commands available through the 'Set' menu are:

Center Justify R-Align Heading-Alt  
Footing-Alt Spacing New-Page

## SET CENTERING



Centralize text between margins.

If you want to center your text, use this command.

Superscript shows the 'Start End' sub-menu. Press 'S' or 'Return' to switch centering on, or 'E' to switch it off. Text immediately following a 'cy' command must be separated from the command by a semi-colon (;).

All text between the 'cy' and 'cn' commands will be centered between the left and right margins.

Example: `cy;TITLEcn` ►

You can have multiple lines between 'cy' and 'cn.'

## SET JUSTIFY



Set even right margin.

If you want an even right-hand margin use this command. Superscript shows the 'Start End' sub-menu. Press 'S' or 'Return' to switch justification on, or 'E' to switch it off.

All full lines of text are justified between the left and right margins.

Example: `jY` ►

## LAYOUT - SET

### RIGHT ALIGN



Align text to right margin only.

If you want text right-aligned with a ragged left margin, use this command.

Superscript shows the 'Start End' sub-menu. Press 'S' or 'Return' to switch right alignment on, and 'E' to switch it off.

All text between the 'ry' and 'rn' commands will be aligned with the right-hand margin only.

Example: `ry;October 23, 1984rn` ►

The text is typed in at column 1, as normal.

### SET HEADING ALT



Set alternate heading.

You have an option to use the second line of heading as an alternate heading for even-numbered (left-hand) pages. The command 'hy' causes the second line of heading, set with 'hs,' to be printed as the alternate heading. Use 'hn' to cancel 'hy.'

Example: `hy` ►

### SET FOOTING ALT



Set alternative footing.

This command is exactly like the previous one for setting alternate headings. The command 'fy' causes the second line of footing set with 'fs,' to be printed as the alternate footing. Use 'fn' to cancel 'fy.'

Example: `fn` ►

### SET SPACING



Set spacing between lines: 0 / 1 / 2.

Use this command to set single (0), double (1), or triple (2) spacing between lines throughout your document with one command. Return to normal spacing with 'sp0.'

Example: `sp1` ►



SET NEW PAGE

Start new page.



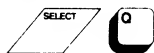
Use this command to start a new page with the next line of text. The command has the form 'np' when the page is to change immediately.

You can follow 'np' with a number to get a "conditional" page change. For example, if Superscript encounters 'np6' in the text, it checks to see if there are still six or more lines available to print on, as defined by the current 'pl' setting. If there are less than six, Superscript starts a new page. If there are six or more, Superscript ignores the command.

## QUIT

### THE QUIT COMMAND

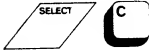
#### QUIT



Leave the Superscript program.

Use this command to exit Superscript. Remember, when you use this command, Superscript erases text in the text area. So if you want to keep your document, make sure you store it before using this command.

You are prompted 'No Yes.' Highlight 'Yes' and press 'Return' to quit. If you have a document in memory, you are prompted with the Confirmation sub-menu 'Proceed Abandon.' Press 'P' or 'Return' to exit, or 'A' to return to your document.

**THE CALCULATOR COMMAND****CALC**

Calculator and math functions.

You can use Superscript's math facilities in three ways. First, you can use the 'Calc' commands as an interactive five function calculator, entering values when prompted. Or, you can do the same thing, only picking up values from the text of your document. The third technique allows you to add up entire lines and columns, even multiple columns, all with single commands.

The calculator commands are:

|  |
|--|
| Zero View Add Subtract Multiply Divide<br>Percent Result Table Line Column |
|--|

**Decimal Places**

The number of decimal places is variable. Use the 'Set Decimals' command to change it (the start up setting is 2). Calculations are automatically rounded to the current decimal place setting.

The calculator will display up to 20 digits before the decimal point, and 10 after.

**Allowed Characters**

Numbers can include currency signs, the minus sign, parentheses (to indicate negativity), commas, and the decimal point.

Examples:      \$2,416.00 - 2,416.00 (2,416.00).

See 'Set Decimals' for details of automatic comma insertion.

**Entering Numbers**

It's best to enter numbers at a numeric tab position (see the 'Tab' commands). This insures correct alignment for column addition and an accurate way of picking up numbers from the text.

**Important.** Avoid the use of the 'Insert' mode and the 'Insert' and 'Delete' keys with columns of numbers, as it's very easy to disrupt the layout.

## CALCULATOR

When you move to a numeric tab, Superscript automatically shifts into 'Numeric' mode, and then returns to normal mode when you leave the tab.

However, you can shift into 'Numeric' mode at any time with the 'Set Numeric' command.

Whenever Superscript is in 'Numeric' mode, numbers and allowed characters appear from right to left, calculator style, until you enter a decimal point, space, or character that's not allowed. If you need to enter a number again at the same point, use 'Control-C' first to clear the entry, then use 'Tab' to tab to the decimal point and proceed.

### Using Return

Remember to press 'Return' at the end of any line of numbers even when it's only got one number on it. If you don't do this, your display may come out wrong.

### Calculator and Document Calculator

Below, we refer to the 'Interactive Calculator' -- the one that doesn't pick up from the document -- separately from the 'Document Calculator.' The main difference between the two is whether you place the cursor on a number in the document or not.

### Calculator Display

All calculator results are shown on the Tabs Line. A result remains visible only until you press a key, but you can check the current result at any time with 'Calc View' (see below).

#### **ZERO CALCULATOR**



Clear calculator result.

Set the calculator to zero for further calculations.

#### **VIEW RESULT**



See calculator result.

View the result in your calculator.

## CALCULATOR

### ADD TO RESULT

Add value to result.



#### Interactive Calculator.

With the cursor clear of any figures or the decimal point, enter this command. If there is no decimal point, place the cursor such that there is at least one space to the right of the number. Superscript prompts 'ENTER Value.' Enter the value to add to the current result, and press 'Return.'



#### Document Calculator.

Place the cursor anywhere on the number in your document you want added to the calculator. Enter this command and the number is added to the calculator. The cursor ends up on the decimal point if there is one, or to the right of the number if not.

### SUBTRACT

Subtract value from result.



#### Interactive Calculator.

With the cursor clear of figures or the decimal point, enter this command. Superscript prompts 'ENTER Value.' Enter the value to subtract from the current result, and press 'Return.'



#### Document Calculator.

Place the cursor anywhere on the number to be subtracted from the result currently in the calculator. Enter this command and the number is subtracted from the current result. The cursor ends up on the decimal point if there is one, or to the right of the number if not.

### MULTIPLY RESULT

Multiply result by value.



#### Interactive Calculator.

With the cursor clear of figures or the decimal point, enter this command. Superscript prompts 'Enter Value.' Enter the value by which to multiply the current result.

## CALCULATOR



### Document Calculator.

Place the cursor anywhere on the number by which you want to multiply the result currently in the calculator. Enter this command and the current result is multiplied by the number marked by the cursor. The cursor ends up on the decimal point if there is one, or to the right of the number if not.

## DIVIDE RESULT



Divide result by value.

### Interactive Calculator.

With the cursor clear of figures or the decimal point, enter this command. Superscript prompts 'ENTER Value.' Enter the value by which to divide the result, and press 'Return.'



### Document Calculator.

Place the cursor anywhere on the number by which you want to divide the result currently in the calculator. Enter this command and the current result is divided by the number marked by the cursor. The cursor ends up on the decimal point if there is one, or to the right of the number if not.

## PERCENT OF RESULT Get percentage value of result.



### Interactive Calculator.

With the cursor clear of figures or the decimal point, enter this command. Superscript prompts 'ENTER Value.' Enter the percentage to apply to the current result, and press 'Return.'



### Document Calculator.

Place the cursor anywhere on the percentage in text. Enter this command, and Superscript calculates the percentage of the current result, which then becomes the current result. The cursor ends up on the decimal point if there is one, or to the right of the number if not.

**DISPLAY RESULT**

Place result in text.



Position the cursor where you want the result to appear in your document. Allow sufficient space to the left of the decimal point for the result. Enter this command. The current result is entered into your document, with the decimal point appearing at the cursor position. The cursor ends up to the right of the number. If comma format has been selected, figures are placed in text with commas.

**ADD TABLE**

Add columns to right of cursor.



If you want to add up several columns of figures that have been entered at numeric tabs, first place the cursor on the line where you want the totals to appear, to the left of all the columns to be added. Enter this command. Superscript adds up all the columns on numeric tabs to the right of the cursor in turn. The cursor ends up to the right of the last figure on the line, ready for you to press 'Return.'

Columns to be added must have numeric tabs set. The rules on column limits are the same as for 'Add Column' below.

**ADD LINE**

Add values to left of cursor.



If you want to add a line of figures, use 'Tab' to tab across the line to any point to the right of the last figure. This is usually a preset decimal point for a total column. Enter this command. The row of figures is added for you. Remember to press 'Return' to end the line.

Any number with a minus sign before it, or in parentheses, will be subtracted.

**ADD COLUMN**

Add values above the cursor.



If you want to total a column of figures, use 'Tab' to move to the numeric tab of the column, on your total line. Enter this command. The column of figures is added for you.

## CALCULATOR

Any number with a minus sign before it or in parentheses will be subtracted.

Dashes immediately above the cursor denoting a total or subtotal are disregarded. Any non-valid character such as '====' (see above) in the column of figures limits the range of the column addition.

In the calculation of running totals, the range of column addition is limited by a line of dashes that extends as far as or beyond the decimal point (even if it is not used).



## THE FEATURE COMMAND

### FEATURE



Select printer feature.

Use these commands when you want to select special printer features.

Most printers have features such as underlining and boldface, to enhance the appearance of printed text. Superscript has a number of 'Feature' commands to switch these enhancements on and off. There is also a 'Feature>' sub-menu, which allows you to obtain any non-standard features on your own printer that you yourself have defined in your Printer Definition in the "defaults" file.

The general method for obtaining printer features is this. First, position your cursor to where you want the feature to start, at the beginning of a heading, for example. Use the appropriate command, select 'Start' from the 'Start End' sub-menu and the special character that indicates the 'Start' of the feature appears. Move to where you want the feature to stop, with the cursor positioned just after the last character of the word, and use the command again, this time specifying the 'End' of the feature. The appropriate special character appears. Don't expect to see on-screen underlining.

Either insure that 'Insert' mode is on, or make a space where the feature character is to go.

Every special character occupies a place on the Editing screen. This means that if you switch bold and underlining on and off four times each in one line, you'll have inserted eight special characters. In tables especially, this can sometimes give the impression that column headings, for example, aren't aligned with columns. But the print will be all right. The best solution to this is to complete all columns and headings and check that everything is aligned properly, then insert your boldface or other special characters.

|  |
|--|
| Underline Bold Shadow Condense Enhance<br>1-Superscript 2-Subscript Feature> |
|--|

### UNDERLINE



Underline.

Place the cursor at the start of the text you wish to underline, and enter this command.

Superscript prompts 'Start End.' Press 'S' or 'Return' to start underlining

## FEATURE

A highlighted capital 'U' indicates the start of underlining.

Move the cursor to the space after the text you wish to underline. Repeat the command, but press 'E' for 'End.'

A highlighted lower case 'u' marks the end of underlining. All underlined text is highlighted when you view your document. If you want to remove underlining, erase the start and end underline markers.

### BOLD



Overstrike.

Place the cursor at the start of the text to be emboldened, and enter this command.

Superscript prompts 'Start End.' Select 'Start' by pressing 'S' or 'Return.'

A highlighted capital 'B' marks the start of bold text.

Move the cursor to the space after the boldface text. Repeat the command but press 'E' for 'End.'

A highlighted lower case 'b' marks the end of the boldface text. All bold text is highlighted when you view the document. If you want to remove bold, erase the start and end bold markers.

### SHADOW



Shifted overstrike.

'Shadow' prints each character twice, the second imprint a tiny fraction to the right of the first, giving broader characters than normal.

Place the cursor at the start of the text to be enhanced, and enter this command.

Superscript prompts 'Start End.' Select 'Start' by typing 'S' or 'Return.'

A highlighted capital 'S' marks the start of shadow printing.

Move the cursor to the space after the text to be shadowed. Type in the command again, and press 'E' for 'End.'

A highlighted lower case 's' marks the end of shadow. All shadowed text is highlighted when you view the document. If you want to remove shadowing, erase the start and end shadow markers.

#### CONDENSE



Small font.

Place the cursor at the start of the text to be condensed, and enter this command.

Superscript prompts 'Start End.' Select 'Start' by pressing 'S' or 'Return.'

A highlighted capital 'C' marks the start of condensed text.

Move the cursor to the space after the text to be condensed. Type in this command again, and press 'E' for 'End.'

A highlighted lower case 'c' marks the end of condensed text. All condensed text is highlighted when you view the document. If you want to remove condensing, erase the start and end condense markers.

#### ENHANCE



Large font.

Place the cursor at the start of the text to be expanded and type in this command.

Superscript prompts 'Start End.' Select 'Start' by typing 'S' or 'Return.'

A highlighted upper case 'E' marks the start of enhanced text. The code uses up one character position so use 'Insert' mode when enhancing existing text.

Move the cursor to the space after the text to be enhanced. Repeat this command, and press 'E' for 'End.'

A highlighted lower case 'e' marks the end of enhanced text. All enhanced text is highlighted when you're viewing the document. If you want to remove enhancing, erase the start and end enhance markers.

## FEATURE

### 1-SUPERSCRIFT



Set superscript next character.

If you want to set the next character as a superscript (e.g.  $a^2$ ), enter this command followed by the character you want as a superscript.

A highlighted '+' in front of the character marks the character to superscript. The superscript character will be highlighted when you view the document. If you want to remove superscripting, erase the superscript marker.

### 2-SUBSCRIPT



Set subscript next character.

If you want to set the next character as a subscript (e.g.  $H_2O$ ), enter this command followed by the character you want as a subscript.

A highlighted '-' in front of the character marks the character to subscript. The subscript character will be highlighted when you view the document. If you want to remove subscripting, erase the subscript marker.

## FEATURE



Menu for extra features.

The commands available through this sub-menu are:

|   |   |   |   |   |   |   |   |   |   |        |           |
|---|---|---|---|---|---|---|---|---|---|--------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | Escape | Backspace |
|---|---|---|---|---|---|---|---|---|---|--------|-----------|

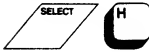
Each of these features is represented by the highlighted number, except for the 'Escape' character, which is a highlighted up-arrow, and the 'Backspace' character which is a highlighted exclamation point. Use the command and the appropriate character appears in the text at the cursor position.

Features 1 to 0 must be defined by you in your Printer Definition in the "defaults" file before they can be used. Remember, you will probably need one character to switch a feature on and another to switch it off.

See **Modifying Your Printer Definition.**

THE HELP COMMAND

HELP

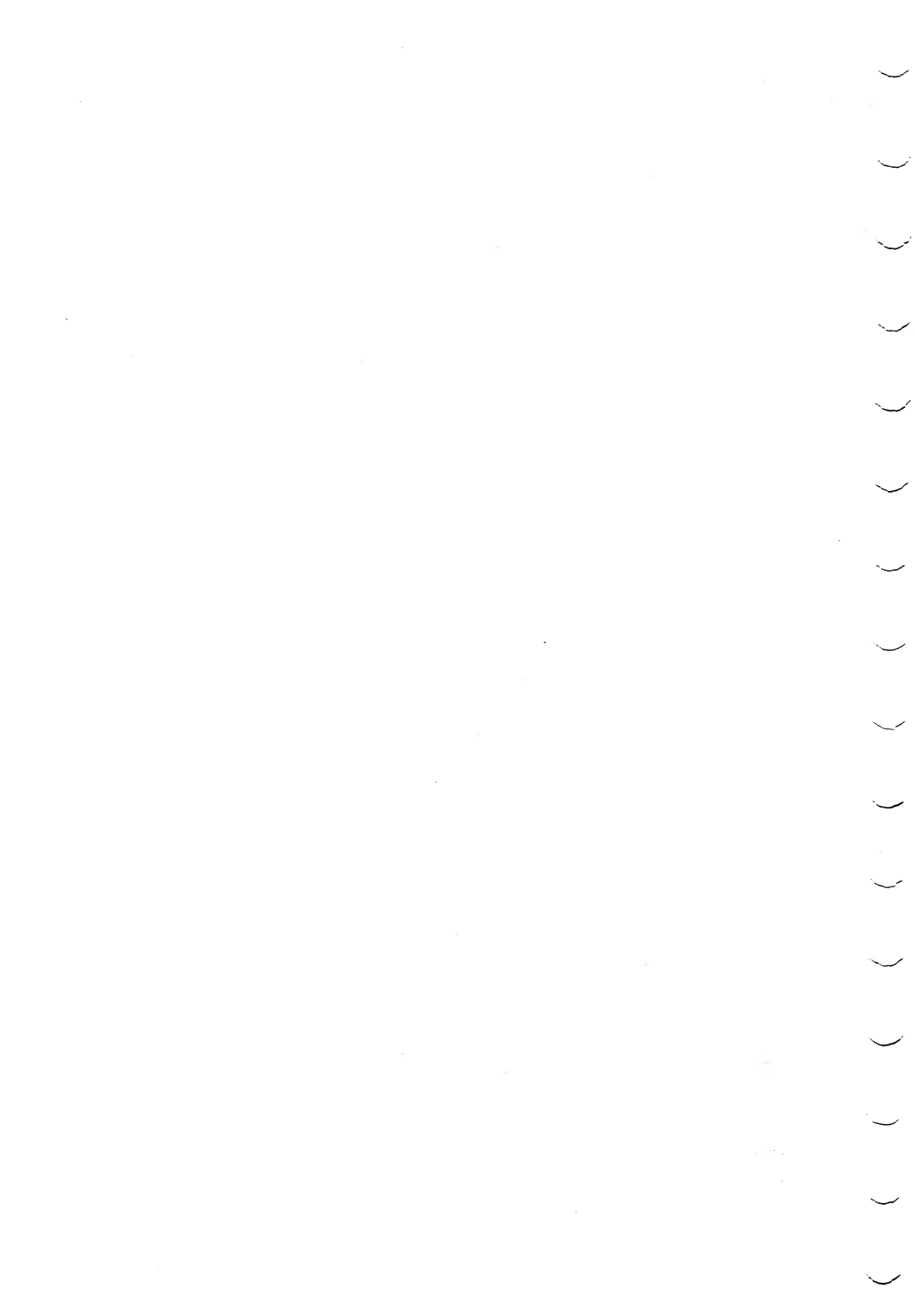


Get help.

Use this command to get help on how to use Superscript's menu commands, get out of commands, and use 'Control' commands.

To select this command quickly, press 'Help.'

In addition, menu commands display a short help message describing the command highlighted.



**ERROR MESSAGES**

Below is a list of error messages you may come across, with a brief description of what they mean. We have tried to include the most common errors, but nobody's perfect. If you do find an error that's not in these lists, consult your dealer.

|                                |  |
|--------------------------------|--|
| <b>Disk Full</b>               | There is insufficient room on the disk for the document you are trying to file.  |
| <b>Out Of Memory</b>           | You have used up your text area, or the memory area used to store unique words during spelling is full.                      |
| <b>Too Many Tabs</b>           | You have set too many tabs. Maximum is 30.   |
| <b>Number Out Of Range</b>     | The number under the cursor is out of the range of the calculator. Max 20.10.  |
| <b>Result Out Of Range</b>     | The calculator result is out of range -- max 20.10.  |
| <b>End Of Data</b>             | You have come to the end of your merge list.   |
| <b>Document Already Exists</b> | The document name you entered already exists and this command requires a new name.   |
| <b>No Block Set</b>            | You have not set a block to work with.   |
| <b>Cursor Inside Block</b>     | Your cursor is within your block.  |
| <b>Document In Memory</b>      | The function you have selected is not available until memory is cleared.   |
| <b>Invalid Marker Format</b>   | (1) You have deleted the '<' at the beginning of a marker.<br>(2) The information in your marker is too long. Maximum is 12. |
| <b>Document Not Found</b>      | The document you are trying to access is not on the disk in your drive. Check your disk and/or the document name.            |

## ERROR MESSAGES

## APPENDIX A

|                               |   |
|-------------------------------|---|
| End Of Merge List             | You have output all the records in your merge list available.   |
| End Of Markers                | You have filled all the markers in your document.   |
| End Of Document               | You are at the end of your document.  |
| End Of Linked Document        | You are at the end of a series of linked documents. This is usually displayed after copying a chain of documents. |
| Command Area Exceeded         | You have assigned too many characters to command strings. The maximum is 1024.                                    |
| Command Not Defined           | You tried to execute a command that is not defined!   |
| Too Many Marker Names         | You have defined more marker names than are in the merge list.  |
| No Marker Names On Line One   | You have not defined your marker names on line 1.   |
| Marker Name Too Long          | (i) Your marker name is too long. Max 12.<br>(ii) You have deleted the '>' at the end of your marker.             |
| Invalid Merge List            | You have selected an invalid merge list.  |
| Marker Name Not Defined       | You have a marker name in your document not defined in your name command.   |
| Unknown Command               | You have entered a command that Superscript can not recognize.  |
| Wrong Character After Command | Check your layout command at the cursor position.   |



|                                      |   |
|--------------------------------------|---|
| <b>Number Too Large</b>              | You have used too large a number in your layout command.  |
| <b>Invalid Number</b>                | You have used an invalid number in your layout command.   |
| <b>Bottom Margin Too Large</b>       | Your bottom margin is not consistent with other margins.  |
| <b>Number Of Carets In HD/FT</b>     | You have not defined the heading/footing areas correctly.   |
| <b>HD/FT/PS Text Too Long</b>        | Your heading, footing, or pause text is too long. Max 128 characters for heading or footing text, or 40 for pause text.                                   |
| <b>Margins Too Close</b>             | Your margins are too close together. Min 15 characters.   |
| <b>Left Margin = 0</b>               | Your left margin must be 1 or greater.  |
| <b>Left Margin &gt; Right Margin</b> | Your left margin must be less than the right margin in force at this point.   |
| <b>HD Number Too Large</b>           | The gap between your heading and text is too large.   |
| <b>Too Many Controls In Line</b>     | You have too many layout commands on a line.  |
| <b>Not At Start/End Of Line</b>      | Your layout command is not at the start or end of a line.   |
| <b>HD/FT Not Defined</b>             | Your heading/footing is not defined.  |
| <b>Not At Start Of Line</b>          | Your layout command is not at the start of a line.  |
| <b>Document Locked</b>               | The document you are trying to access is locked. You will not be able to access it until you unlock it with the 'Select Document Utility Unlock' command. |

**Device Timeout**

This message appears if you select a drive that physically doesn't exist and then try to access it.

**Device Done**

When trying to copy a disk, there is no disk in the drive.

GLOSSARY

A list of terms used in this manual.

|                    |   |
|--------------------|---|
| ALIGNED            | The edge of the text lines up, i.e. spaces are added so that the last and/or first character of each output line is in the same column as the line above.         |
| APPEND             | Add the current block to the end of a document on disk.   |
| BAUD RATE          | Rate of data transfer between the computer and a peripheral device such as a printer.   |
| BLOCKS             | An area of text to be acted upon, e.g. repeated, moved, erased, etc.  |
| CALCULATION        | The result retained in the calculator memory.   |
| CHARACTER          | A single symbol such as a letter or number that appears on the screen. Each character is created by pressing a key, a combination of keys, or a sequence of keys. |
| COMMAND            | A string of menu selections that together tell Superscript what to do.  |
| COMMAND KEY        | A key which, if pressed after the 'Esc' key, will carry out a sequence of commands. This sequence is assigned to it using the 'Set' menu.                         |
| COMMENT            | A line or partial line of information that is not output and has no effect on the final appearance of the document.   |
| CONDITIONAL MARKER | A marker that will only occupy a line in your document if it is filled with data on merging. Very useful where address lines in a merge list may be blank.        |

|                      |  |
|----------------------|--|
| CONDITIONAL NEW PAGE | A command that begins a new page if the number of lines specified in the command will not all fit on the current page.   |
| CONTINUOUS PRINT     | All the pages in any document are automatically printed in succession. This is Superscript's normal way of printing. For non-continuous printing, select 'Wait' on the 'Print' menu.   |
| CURRENT BLOCK        | The block of text most recently marked and held in memory for further action.  |
| CURSOR               | This is the small flashing block on the screen that indicates where the next character to be typed will appear.  |
| CURSOR CONTROL KEYS  | Marked with arrows. Used to move the cursor.   |
| DATA LIST            | See merge list.  |
| DECIMAL TABS         | Used to automatically align the decimal point in a column of numbers.  |
| DEFAULTS FILE        | Stores default values. Superscript creates this file on any disk it prepares.  |
| DEFAULT TABS         | Superscript's preset tab positions, usually every ten characters across the screen.  |
| DEFAULT VALUES       | If you don't give values to layout commands, such as page length, when you print a document, Superscript will give them a starting value for you. These starting values are stored in your "defaults" file. You can add to them or change existing ones. |
| DELETE               | See Erase.   |
| DIRECTORY            | A list of the names of your documents on disk.   |
| DOCUMENT             | Any text in memory, or stored on disk, created using Superscript.  |

|                 |  |
|-----------------|--|
| EDIT MODE       | Used when you input or edit text. This is the mode you generally return to when operations in other modes are completed. If not automatically restored, it is entered by pressing 'Control-Q', 'Break' or 'Reset.' |
| EDITING SCREEN  | The EDIT mode screen. Contrasts with the Viewing screen.   |
| ERASE           | Remove text without leaving a gap, i.e. the remaining characters move to fill the space that was occupied by the deleted text.   |
| FILE            | The action of storing a new document on disk.  |
| FIND            | Locate a specific group of characters and move the cursor to the end of the group.   |
| FIXED MARKER    | A marker in a merge document that does not automatically reformat text when merge data is inserted into it.  |
| FOOTING         | Up to two lines of text that appear on the bottom of every page. Can be split into three zones (left, center, right) and may include the page number.  |
| FORMAT          | The arrangement or appearance of printed text.   |
| FORMATTING      | <ol style="list-style-type: none"><li>1. Preparing a disk to receive information.</li><li>2. Laying out the appearance of your document.</li></ol>   |
| HARD SPACE      | Used to join words that you do not want output over two lines.   |
| HEADING         | Up to two lines of text that appear at the top of every page. Can be split into three zones (left, center, right) and may include the page number.   |
| HORIZONTAL TABS | Selected positions along the text line to which the cursor may be moved by pressing 'Tab.'   |

## GLOSSARY

## APPENDIX B

|                 |   |
|-----------------|---|
| INSERT          | Add characters, words, or lines in between other characters, words, or lines in a document.   |
| INSERT MODE     | The Superscript text entry mode that inserts characters instead of overtyping.  |
| JUSTIFIED       | Left and right-hand edges of text are aligned.  |
| L:001 C:001     | The Status Line indicator for the top left hand corner of the screen. The L (line) and C (column) values change as the cursor moves around the screen.  |
| LINE TAB        | A marker that specifies a line to which you can move the cursor directly with the 'Tab Line Tab' command.   |
| LINKED DOCUMENT | Several documents chained together. They are treated as one document for certain operations, e.g. printing.   |
| LOAD            | Take a document that is on a disk and copy it into the computer's memory.   |
| MAIL MERGE      | The process of printing multiple copies of a standard letter with a different name and address in each copy. Names and addresses are stored in a merge list.  |
| MARKERS         | Specially marked points in a document that are automatically filled with information from another file (data list/merge list), when the document is output. See Variable, Fixed, and Conditional Markers. |
| MEMORY          | That part of the computer where your document is held. The contents of memory are erased when the computer is turned off.   |
| MERGE           | Insert data from a merge list on disk into markers in a document.   |

|                     |  |
|---------------------|--|
| MERGE LIST          | A document on disk that contains a list of information that automatically goes into variable, fixed, or conditional markers in a document.   |
| PATTERN MATCHING    | The use of special characters to create strings that will match and/or replace more than one word.   |
| PHANTOM SPACES      | Spaces that Superscript automatically inserts when wordwrap is switched on and a word is moved down to the next line.  |
| PITCH               | The number of printed characters per inch, or lines per inch.  |
| RAGGED              | The edge of the printed text is not aligned.   |
| REVERSE FIELD       | Displayed with the character and background exchanged.   |
| SCROLL              | Display off-screen parts of a document using the cursor or 'Tab' keys.   |
| SINGLE SHEET FEEDER | A device that attaches to and automatically feeds single sheets through to your printer.   |
| SOFT HYPHEN         | Used to indicate where a word should be divided when the entire word does not fit at the end of a printed line.  |
| STATUS LINE         | One of two lines at the top of the screen when you are entering, editing, or outputting text. These lines display information on Superscript's modes, the text area, document name, and cursor position. |
| STORE               | Save a file from the computer's memory onto a disk.  |
| TABS                | Selected positions on the text area to which the cursor may be moved with 'Tab' commands or key.   |
| TEXT AREA           | Your document work area. Superscript has one text area in 64K machines and two in 128K machines.   |

|                  |  |
|------------------|--|
| TEXT WIDTH       | The width of the screen line onto which you type your document. This value can be changed from 40 to a maximum of 240.                     |
| VARIABLE MARKERS | Points in a merge document that accept data of variable length.  |
| VIEWING SCREEN   | Displaying your document exactly as it will be printed. Contrasts with Editing screen.   |
| WORDWRAP         | The text entry mode that prevents words being split between two lines on screen. If a word overlaps a line it is moved onto the next line. |



CHARACTER SETS

Superscript on Atari computers uses the international character set provided, which includes 29 special characters used in European languages. You can display these special characters on screen using the 'Atari' key followed by the appropriate character key (e.g. Atari h gives you '#'). A list of all the characters in the set is given below.

On loading Superscript, the international character set is available to you. If you require graphics on screen you can restore the standard English character set plus graphics. The graphics symbols available are listed in your Atari User's Manual.

The commands for changing the character set are:

```

      rc      restore standard character set.
      ri      restore international character set.

```

In addition, you can redefine any character within a character set by its code. The command to do this is:

```
ccnnn,x,x,x,x,x,x,x,x
```

where <nnn> is the ASCII code of the character and <x,x,...> is 8 bytes separated by commas.

International Characters

|         |              |         |                            |
|---------|--------------|---------|----------------------------|
| Atari-a | u grave      | Atari-p | U umlaut                   |
| Atari-b | N tilde      | Atari-q | a circumflex               |
| Atari-c | E acute      | Atari-r | u circumflex               |
| Atari-d | c cedilla    | Atari-s | i circumflex               |
| Atari-e | o circumflex | Atari-t | e acute                    |
| Atari-f | o grave      | Atari-u | e grave                    |
| Atari-g | i grave      | Atari-v | n tilde                    |
| Atari-h | # sign       | Atari-w | e circumflex               |
| Atari-i | i umlaut     | Atari-x | a with small circle on top |
| Atari-j | u umlaut     | Atari-y | a grave                    |
| Atari-k | a umlaut     | Atari-z | A with small circle on top |
| Atari-l | O umlaut     | Atari-, | a acute                    |
| Atari-m | u acute      | Atari-; | A umlaut                   |
| Atari-n | o acute      | Atari-. | I with small circle on top |
| Atari-o | o umlaut     |         |                            |



## INDEX

- abandon see confirmation
  - sub-menu; replace abandon
- accept word R-45
- activity indicator T-9, R-32
- add column T-27, M-8, R-91
- add line T-27, M-8, R-91
- add table M-8, R-91
- add to result R-89
- addition M-6, T-27
- aligned A-5
- all T-21
- alphabetic R-48
- ampersand (&) R-59, R-60
- append A-5
- append block R-12
- append document R-37
- area R-2, R-23
- area block T-23, M-34, M-18, R-23
- area command R-23
- area duplicate M-34, M-35, R-26,
- area sub-menu T-22
- area table M-34, M-35
- arithmetic T-24, T-28, T-35
  - R-4
- ASCII codes P-4
- asterisk (\*) T-29, M-9, M-24,
  - M-30, R-47, R-52, R-69
- atari key A-11, R-9
- atari XMM801 printer R-6
- back tab R-65
- backspace character R-96
- backspace key T-36, R-9
- backup command M-37, R-53
- backup disk R-53
- baud rate P-9, P-10, R-33, A-5
- beginning of text R-11, R-17
- blank lines T-14, T-29, T-31,
  - T-32, M-11, R-26, R-39, R-73,
  - R-76
- block option T-22
- blocks A-5
- boldface M-7, P-4, R-5, R-73,
  - R-74, R-93, R-94
- border footing R-74
  - see also footing(s)
- border heading R-73
  - see also heading(s)
- border left R-75
- border right R-75
- border sub-menu R-73
- bottom margin M-17, R-81
- bottom margin too large A-3
- break key T-4, T-10, T-12, T-21,
  - R-1, R-8, R-10
- calculation R-4, A-5
- calculator command R-87
- calculator commas T-26, M-8,
  - R-58, R-91
- calculator display R-88
- caps key R-9
- caps mode R-9, R-56
- caret (^) M-17, M-26, R-14, R-60, R-61,
  - R-73, R-74
- case change R-12, R-25
- case matching R-61
- cedilla A-11
- centronics printer P-8
- centering M-18, R-83
- change case R-12, R-25
- changing printer type D-2, P-2,
  - R-33
- character A-5
- character sets P-5, A-11
- characters per inch M-9, M-10,
  - P-5, R-77, A-10
- characters per line T-11
- circumflex A-11
- clear all tabs M-8, R-66
- clear entry M-8, R-12
- clear key R-9, R-42
- clear line tab R-68
- clear screen T-21, T-25
- colon P-5, P-6, R-69
- color command M-32
- color facilities T-5
- color screen T-5, M-32
  - see also screen color
- column counter T-9
- comma in calculator results T-26,
  - M-8, R-58, R-91
- command A-5
- command area exceeded A-2
- command key T-4, M-25, R-60, A-5
- command menu R-10
- command not defined A-2
- command string M-25, M-26, M-27,
  - D-1, D-6, R-3, R-14, R-46,
  - R-60
- built in M-28
- examples of M-27

- mini-spreadsheet M-7, M-28
- permanent M-26
- temporary M-25
- command summary M-8
- comment text R-71, A-5
- condensed mode M-10, R-95
- conditional markers T-30, T-32, T-33, T-39, R-39, R-41, A-5
- conditional new page R-85, A-6
- confirmation sub-menu T-14, T-25 R-16, R-50, R-53, R-54, R-86
- continue command M-19, R-62
- continuous print A-6
- control characters, searching for R-62
- control key command T-18, R-11
- control key T-4, M-27, R-9, R-13
- control keys M-26
  - control-A R-12, R-24
  - control-B M-6, R-11, R-42
  - control-C R-12, R-88
  - control-D M-35, R-12, R-20
  - control-E M-6, R-11
  - control-F R-12, R-25
  - control-G M-6, R-11
  - control-H R-12
  - control-I R-12, R-64
  - control-J R-12
  - control-K R-12
  - control-L M-9, M-11, M-26, R-12, R-57, R-69
  - control-M M-26, R-13
  - control-N T-18, T-23, M-6, M-26, M-35, R-13
  - control-O T-18, T-23, M-6, R-12
  - control-P M-6, R-11
  - control-Q T-10, T-21, M-20, R-1, R-11, R-31, R-63
  - control-R T-16, T-17, T-27, T-29, T-30, M-31, R-11, R-13, R-65
  - control-S M-13, R-12
  - control-T M-6, R-13
  - control-U R-12
  - control-V T-18, R-12, R-57
  - control-W M-6, R-11
  - control-X T-17, T-19, T-23, T-24, R-13, R-25, R-59
  - control-Y M-6, R-12, R-19, R-59
  - control-Z R-13, R-25, R-59
- copies R-29
- copy chain of documents R-53
- copy counters R-30
- copy document R-51
- correcting mistakes T-15, T-36
- create document from text in other documents M-36
- create training work disk T-6, R-7
- create work disk D-1, P-2, R-6, R-53
- currency signs R-58, R-66, R-87
- current block M-34, A-6
- current name R-34
- cursor T-9, A-6
- cursor arrow keys T-9, T-10, T-15, T-25, R-9
- cursor commands T-15
- cursor control keys T-15, T-17, M-6, A-6
- cursor down key T-6, T-12, T-14, T-18, T-20, T-22
- cursor inside block A-1
- cursor location R-35, R-36
- cursor mode R-9, R-56
- cursor movement command R-2, R-11
- cursor right key T-10, T-12, T-13, T-15, T-18, T-20, T-22, R-34
- cursor left T-16, T-20
- cursor right T-18, T-20
- cut and paste editing T-22, T-34, M-34, R-2
- data format P-9, R-33
- data list A-6
- data transfer speed P-9, R-33
- database R-39
  - merge lists from M-31
- decimal places T-26, M-7, M-8, R-58, R-87
- decimal point M-6, R-66, R-88, R-89, R-90, R-91, R-92
- decimal point tab R-65, A-6
- decreasing R-48
- default tabs A-6
- default values A-6
- defaults file M-2, D-1, P-3, R-6, R-7
  - changing internal settings D-2
  - command strings M-26, M-28, R-14
  - control sequences P-7
  - definition A-6
  - margin values R-78
  - modifying D-2
  - page length R-81

## INDEX

- printer definition T-7, P-1, R-33, R-76, R-93
- printer interface R-32
- screen colors M-32, M-33
- special features R-5, R-96
- work disk R-53, R-69
- delete T-4, T-15, T-17, T-18, T-36, M-7, R-9, R-14, R-36, R-45, R-46, R-87, A-6
- delete word R-12
- delete space or character T-36
- destination disk T-6, R-54
- device done A-4, R-51
- device timeout A-4, R-50
- dictionary disk M-22, M-23, M-24, R-7, R-45, R-47, R-48
- direction sub-menu R-61
- directory T-10, R-37, A-6
- disk
  - file merge letter on T-31
  - file merge list on T-32
  - filing document to T-19, T-24 R-36
  - filing tables on T-27
  - loading document from T-10
- disk backup M-37, R-53, R-54
- disk drive
  - dual drive M-24, R-53, R-54
  - select drive number R-50
  - single drive R-51, R-53, R-54
- disk full A-1
- disk functions R-50
- disk preparation R-53
- disk swapping M-17
- disk utilities R-38, R-50
- display result R-91
- divide result R-90
- divider (div) T-29, T-30, T-32
- document R-3, A-6
- document already exists A-1, R-51
- document append M-36, R-37
- document calculator R-88, R-89, R-90
- document command T-10, R-34
- document directory see directory
- document heading R-73
- document in memory A-1
- document insert M-3
- document layout values D-2
- document locked A-3, R-50, R-52
- document merge R-38, R-39
- document merge goto M-31
- document multicopy R-53
- document name T-10, T-19, T-24, R-34, R-35, R-36, R-37, R-50, R-51, R-52, R-71
- document not found A-1, R-35, R-36, R-37, R-52
- document spell R-38, R-44
- document statistics M-23, R-44, R-48, R-49
- document utility command R-34, R-50
- document utility prepare D-1, R-53
- double release character M-14
- dual drive see disk drive
- duplicate block
  - see area duplicate
- edit mode A-7
- edit screen T-7, R-10, R-56
- edit text area R-2
- edit word R-46
- editing T-11, T-15, T-18
  - combined wide and normal screen
  - editing M-34
  - cut and paste T-22, T-34, M-36, R-2
  - wide screen M-4, M-5
- editing commands R-14
- editing screen T-9, T-11, T-12, R-70, A-7
- 850 interface module P-3, P-8, R-6, R-32
- 80 column text width T-25, M-1
- end of data A-1
- end of document A-2
- endofline command T-30
- end of linked document A-2
- end of markers A-2
- end of merge list A-2
- end of text R-11
- enhance R-95
- equals sign (=) R-39, M-28, R-57
- erase R-2, A-7
- erase all R-22
- erase block R-21
- erase character R-20
- erase command T-13, T-21, R-20, R-42
- erase document R-50
- erase endofline R-20
- erase line R-21
- erase paragraph R-21
- erase rest R-22

erase sentence R-21  
 erase sub-menu T-13, T-30  
 erase text T-15, T-25  
 erase to end of line M-8  
 erase word T-16, R-20  
 error messages A-1  
 esc key T-4, T-12, T-13, T-21,  
     M-25, M-26, M-27, D-1, D-6, R-1,  
     R-9, R-14, R-31, R-46, R-60,  
     R-62  
     mini-spreadsheet M-7, M-28  
 escape character R-96  
 even numbered pages R-29  
 even offset R-82  
 exchange command M-20, R-62  
 exchange search M-20  
 exclamation point (!) R-96  
 execute command R-13  
 exit R-86

feature command M-7, M-10, P-4,  
     R-5, R-93, R-96  
 features, searching for R-62  
 feature sub-menu R-5, R-76, R-96  
 file A-7  
 file block R-37  
 file command T-19  
 file document to disk T-19, T-24,  
     R-36  
 file merge letter on disk T-31  
 file merge list on disk T-32  
 file not found R-6  
 file tables on disk T-27  
 find command M-19, R-62, A-7  
 fixed marker R-40, A-7  
 floppy disk T-9  
 footing gap M-17, R-74, R-75,  
     R-81  
 footing left margin R-75  
 footing right margin R-75  
 footing text R-74  
 footings M-15, M-16, M-17, R-14,  
     R-73, R-81, A-7  
     alternate R-74, R-75, R-84  
 format A-7  
 format para R-25  
 formatting A-7  
 40 column width M-3  
 from# R-28

glossary D-1  
 go bottom R-18  
 go change M-2, M-34, R-19  
 go command T-10, T-15, M-5, R-2,  
     R-17  
 go down R-19  
 go end R-17  
 go left M-5, R-18  
 go line number R-18  
 go previous R-19  
 go right M-5, R-18  
 go start R-17  
 go sub-menu T-15  
 go tab R-64  
 goto block R-26  
 goto line tab R-67  
 goto marker R-43  
 go top R-17  
 go up R-18

hard space R-59, A-7  
 hd/ft not defined A-3  
 hd/ft/ps text too long A-3  
 hd number too large A-3  
 heading gap R-73, R-74  
 heading left margin R-75  
 heading right margin R-75  
 headings M-15, M-16, M-17, R-14,  
     R-73, R-80, A-7  
     alternate R-73, R-84  
 help R-5, R-10  
 help command R-97  
 help key R-5, R-8, R-10, R-97  
 help messages T-10, T-13, T-15,  
     R-10  
 help screen R-9, R-10  
 highlighting M-27, R-26  
 horizontal tabs A-7  
 hung system T-13  
 hyphen R-57

ignore word R-46  
 increasing R-48  
 indent margin R-79  
 indentation M-12, M-13, M-18,  
     R-70  
     cancellation of M-13  
     changing layout M-14  
     double cancellation of M-14  
     examples of M-12, M-14  
     linking documents M-18  
     second level of M-13

## INDEX

- indentation levels M-12, R-79
- insert A-8
- insert character R-46
- insert command T-16
- insert document R-36
- insert key T-4, T-36, T-40, R-9, R-14
- insert line R-26
- insert mode T-18, M-7, M-13, R-56, R-87, R-93, A-8
- insert on/off R-12
- insert space T-36, R-12, R-46
- insert text T-16, T-17, R-56
- interactive calculator R-88, R-89, R-90
- interface R-32
- interface sub-menu R-3
- international characters P-5, R-9, A-11
- invalid marker format A-1
- invalid merge list A-2
- invalid number A-3
- join command R-59
- justification M-9, M-10, M-18, R-69, R-83, A-8
- key combinations T-2, T-4
- key names T-2
- keyboards T-4, R-8
- L:001 C:001 A-8
- labels M-31
- landscape documents R-59
- large fonts R-95
- layout R-4
- layout border R-72, R-73
- layout character T-29, M-9, R-12, R-69, R-70
- layout commands T-11, M-2, M-9, D-1, D-2, D-3, R-4, R-57, R-69 searching for R-62
- layout enter R-72, R-76
- layout enter feature command P-7
- layout margins R-72, R-78
- layout set R-72, R-83
- layout symbol R-57
- layout values R-76
- learn M-23
- learn word R-46
- left margin M-3, M-12, M-14, R-78
- left margin = 0 A-3
- left margin > right margin A-3
- line counter T-9, T-15
- line feed P-10, R-33
- line length T-11
- line spacing M-9, M-11
- line tab R-64, A-8
- line tab menu R-66, R-67
- lines per inch M-10, P-5, R-77, A-9
- lines per page R-81
- link command M-1, M-30, M-31, R-28, R-61
- link documents M-1, M-17, M-18, R-53, R-71, A-8
- load A-8
- load command T-10, T-22
- load document T-25, M-35, R-35
- load from document list R-34
- load merge list T-31
- load narrow document into wide screen M-4
- load Superscript T-5, R-6,
- load wide document into narrow screen M-4
- lock document R-52
- lower case R-25, R-61
- mailing see also mail merge
  - quick guide to M-29
  - building lists from 2 text areas M-34
  - using two text areas M-35
  - quick load and print M-35
- mail merge T-21, T-35, M-35, R-3, R-39, A-8
- main menu T-10, T-12, T-13, R-10
- main menu commands R-2
- margin sub-menu R-78
- margins T-11, T-12, M-3, M-4, M-9, M-10, M-12, M-15, R-69, R-72, R-75, R-78
- margins too close A-3
- marker name T-31, R-40, R-41
- marker name not defined A-2
- marker name too long A-2
- markers T-14, T-30, T-34, T-39, M-31, R-43, A-8
  - see also conditional markers;
  - fixed markers; merge letter

markers; name markers;  
 paragraph markers; variable  
 markers  
 master dictionary M-22, M-24,  
 R-44  
 match R-62  
 match string M-19, M-20  
 match word M-24  
 mathematical features T-24, R-4,  
 R-87  
 memory M-1, M-17, A-8  
 menu T-10  
   see also main menu; sub-menus  
 menu commands T-25  
 merge R-28, A-8  
 merge command R-42  
 merge documents M-36  
 merge letter T-28, T-35, M-29,  
 R-39  
 merge letter markers T-30, M-29,  
 R-39  
 merge letters  
   filling markers from keyboard  
   M-31  
   possible faults T-34, T-41  
   previewing T-33  
   printing T-34  
 merge list T-28, T-31, T-32,  
 T-35, M-29, R-39, R-41, R-42,  
 R-43, A-9  
   from database M-31  
   need for several M-30  
 merge list line names T-29  
 merge list name R-42  
 merge mode R-56  
 merge sub-menu T-29, T-30, R-3,  
 R-39  
 minus sign (-) R-58, R-91, R-92  
 mistakes correcting T-15, T-36  
 monochrome screen M-32, R-15  
 move block T-22, T-23, T-24, M-35,  
 M-36, R-24  
 move table R-24  
 move text M-36  
 multi-page documents M-9  
 multiply result R-89  
  
 name command T-19  
 name document T-19, T-24, R-36  
   see also document name  
 name length R-34  
 name markers R-41

negativity R-58  
 new line R-13  
 new page M-11, R-85  
 next character R-12  
 next line R-12  
 next paragraph R-12  
 next word R-12  
 no block set A-1  
 no marker names on line one A-2  
 not at start of line A-3  
 not at start/end of line A-3  
 number character (#) R-28, R-39,  
 R-75, R-77  
 number command T-15  
 number of copies R-29  
 number of carets in hd/ft A-3  
 number out of range A-1  
 number too large A-3  
 numeric mode R-56, R-58, R-64,  
 R-65, R-66, R-88  
 numeric tab T-26, T-35, T-38,  
 M-7, M-8, R-64, R-66, R-87,  
 R-88  
  
 odd numbered pages R-29, R-73  
 offset for even-numbered pages  
   R-82  
 offset print R-81  
 option key T-4, T-15, T-16, T-18,  
 T-20, M-5, M-33, R-8, R-15,  
 R-65  
 out of memory R-45, A-1  
 overstrike R-94  
  
 page break R-30, R-31  
 page change, conditional R-85  
 page counters R-30  
 page length M-9, M-16, R-81  
 page numbering M-15, M-17, R-28,  
 R-75, R-77  
 paragraph marker T-14, T-17,  
 T-27, T-34, M-6, M-11, R-56,  
 R-69, R-70  
 paragraph numbers M-13, M-15,  
 R-70, R-80  
 paragraph splitting T-18  
 parity checking method P-10  
 parity type setting R-33  
 pattern matching M-30, R-61, A-9  
 pause command M-17  
 pause during printer output R-72



## INDEX

- percent of result R-90
- phantom spaces R-59, A-9
- phrase storage M-25
- pitch see characters per inch
- prepare disk R-53
- previous character R-11
- previous line R-11, R-12
- previous paragraph R-11
- previous word R-12
- primary command menu R-2
- print command T-12, T-13, T-21, R-3, R-27, R-29, R-32
- print current document R-27
- print document statistics R-49
- print merge print M-31
- print run options R-27
- print sub-menu T-12, T-13, M-18
- printer T-3, T-12, T-13, T-21, T-34, M-10, P-1
  - building control sequences in P-7
  - character set P-5
  - daisywheel P-1, P-2, P-5
  - dot matrix P-1, P-4, R-94
  - main features P-4
  - non-standard P-6
  - pitch P-5
  - secondary features P-4, P-7
  - sending control code sequences to P-7
  - testing P-13
  - troubleshooting P-12
  - variable characters P-5
- printer characteristics P-4
- printer compatibility P-1
- printer definition D-1, D-6, P-1, P-2, P-3, P-5, P-14, R-7, R-93, R-96
  - editing rules for P-6
  - modifying P-3, P-6
- printer definition files R-33
- printer features M-16, P-4, P-5, R-5, R-76, R-93
- printer initialization P-5
- printer interface P-3, P-8, R-32
- printer interface sub-menu P-10, P-11
- printer set-up D-1, D-6
  - changing P-11
- printer software P-9
- printer test P-13
- printer type T-7, T-8, D-6, P-1, P-2, P-3, R-7
  - changing D-2, P-2, R-33
  - selection R-33
- printing T-11, T-13, T-21, T-28, R-32
  - guidelines M-3
  - interrupt R-32
  - pause during R-72
- printing merge letters T-34
- proceed or abandon see confirmation sub-menu
- processing R-44, T-19
- question mark (?) M-24, M-30, R-14, R-47
- quit T-10, T-21, M-24, R-4, R-11, R-46, R-86
- ragged A-9
- reading T-6
- reformat current paragraph R-25
- reformat document T-24, R-13
- reformat letter T-19
- reformat paragraph R-13
- reformat text T-17
- release character M-12, M-13, M-14, M-15
- release line tab R-67
- release margin R-70
- release tab R-65
- rename document R-52
- repeat R-11
- repeat block R-23
- repeat command T-16, R-13
- replace abandon R-45
- replace abandon sub-menu M-24
- replace command M-20, M-24, R-63
- replace document R-35
- reports M-9
- reset key T-13, R-1, R-8
- reset merge list R-43
- restore T-4, T-13, R-1
- restore default tab settings R-66
- result out of range A-1
- resume R-31
- return T-4, T-6, T-12, T-13, T-14, T-17, T-25, M-26, M-27, R-9, R-10, R-13, R-69, R-88, R-89, R-90
- reverse field A-9
- right align R-84
- right margin M-3, R-78

- RS232 serial interface P-9, P-11,  
R-6, R-32  
via the 850 interface module  
P-3, P-8
- running totals M-6, R-92
- screen monochrome M-32, R-15
- screen color D-4, R-8  
changing from keyboard D-5, R-15  
colors available D-4, D-5  
defining D-5  
selecting from keyboard M-33
- screen width M-4
- scroll A-9
- search M-24
- search and replace M-19, M-20,  
R-3, R-60
- search repetition M-19
- search string R-14, R-62
- second text area M-2
- sectors free R-37
- select drive R-50
- select key T-4, T-10, T-12, T-13  
T-15, T-16, T-18, T-23, M-26,  
M-27, R-2, R-8, R-10, R-16
- selective merge M-30
- selectors M-30, R-39, R-40, R-41
- semicolon R-70, R-83
- set command T-16, T-18, M-25,  
R-3, R-14, R-56, R-60
- set footing alt R-84
- set heading alt R-84
- set line tab R-67
- set menu M-19, M-20
- set new page R-85
- set numeric R-65
- set numeric L-tab R-67
- set page length R-81
- set spacing R-84
- set sub-menu T-16
- set tab R-65
- set text M-4, M-5
- shadow printing P-4, R-94
- shift key T-4, T-15, T-36, R-9,  
R-14, R-65
- shifted overstrike R-94
- single drive see disk drive
- single sheet feeder D-3, R-81, A-9
- skip command M-1, M-11
- skip line M-1, M-11, R-76
- slash (/) T-26, M-26, R-40, R-60
- small font R-95
- soft hyphen R-57, A-9
- source disk R-54
- space T-4, T-15, M-13, R-8, R-59
- space bar T-33, R-34
- spacing between lines R-84
- special characters M-7, R-70, R-93
- spell display R-48
- spell erase R-48
- spell menu M-23, M-24
- spell output R-49
- spell print R-47
- spell sub-menu R-3
- spell view R-47
- spelling check M-22, M-23, R-7,  
R-14, R-44
- spelling dictionary M-22, R-3
- spelling sub-menu M-23
- split words T-19, T-24, R-59
- spreadsheet T-39
- standard tab R-64
- start key T-4, T-24, M-25, R-1,  
R-8, R-14, R-31, R-34, R-35
- start new page M-11
- start up menu T-7, T-8, D-1, P-2
- starting up the system T-3
- status line T-9, T-12, T-16,  
T-17, T-18, T-19, T-26, R-14,  
R-44, R-54, A-9
- stop viewing R-31
- store R-32, A-9
- string length R-61
- string search R-62
- sub-heading M-13, M-15
- sub-menu T-10, R-2, R-10
- subscript character R-96
- subtotal M-6, R-92
- subtract R-89
- Superscript  
loading T-5, T-19
- superscript character R-96
- tab R-4, A-9
- tab back R-65
- tab clear M-8
- tab command R-64
- tab forward R-12
- tab key T-4, T-12, T-25, T-26,  
T-27, T-33, T-38, M-4, M-5,  
M-7, R-9, R-12, R-30, R-64,  
R-65, R-66, R-88, R-91
- tabs line T-9
- tab positions T-9, M-7

## INDEX

- tab release M-8
- tab storage R-35
- tables T-25, T-35, M-4, M-5, M-8, M-8, R-59, R-91
  - add columns down T-27
  - add lines across T-27
  - filing on disk T-27
  - guidelines M-7
  - keying in figures T-26
  - printing T-28
  - tidying up T-27
- terminate line R-13
- text area(s) M-1, A-9
  - applications of M-34
  - common conditions M-2
  - independent conditions M-2
  - mailing M-35
  - single M-36
- text commands R-12, R-59
- text width M-4, M-5, M-7, R-59, A-10
  - for search operations R-60
- tilde A-11
- tidying up document T-23
- tidying up tables T-27
- tidying up text T-17
- too many controls in line A-3
- too many marker names A-2
- too many tabs A-1
- top margin M-16, R-80
- total T-27, R-92
- training work disk T-6, T-8
- tutorial exercises T-36
  - document names T-8
- tutorials, how to use T-1
- typing procedure T-14
  
- umlaut A-11
- underlining M-7, M-16, P-4, R-5, R-73, R-74, R-93, R-94
- unknown command A-2
- unlock document R-52
- upper case R-25, R-61
- user dictionary M-22, M-23, M-24, R-44, R-46, R-47, R-48
- utility sub-menu R-3
  
- variable character P-5
- variable markers T-30, T-32, T-33, T-39, R-40, A-10
- view command R-29
- view current document R-27, R-30
- view different layouts of the same document M-35
- view result R-88
- viewing T-11
- viewing controls M-4
- viewing document T-12, R-3
- viewing guidelines M-3
- viewing mode D-4
- viewing screen R-30, R-71, A-10
  
- wait R-29
- wide screen editing M-4, M-5
- word command T-17
- word count R-44
- word processing T-9
- word search R-47
- word storage M-25
- wordwrap mode T-16, T-17, T-19, M-7, R-56, R-59, A-10
- work area R-59
- work disk T-6, T-7, T-8, D-1, P-2, R-6, R-53, R-69
- writing T-6, R-54
- wrong character after command A-2
  
- zero calculator R-88

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)